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Area Wage Survey

Cleveland, Ohio, Metropolitan Area September 1985

U.S. Department of Labor
Bureau of Labor Statistics

Bulletin 3030-45

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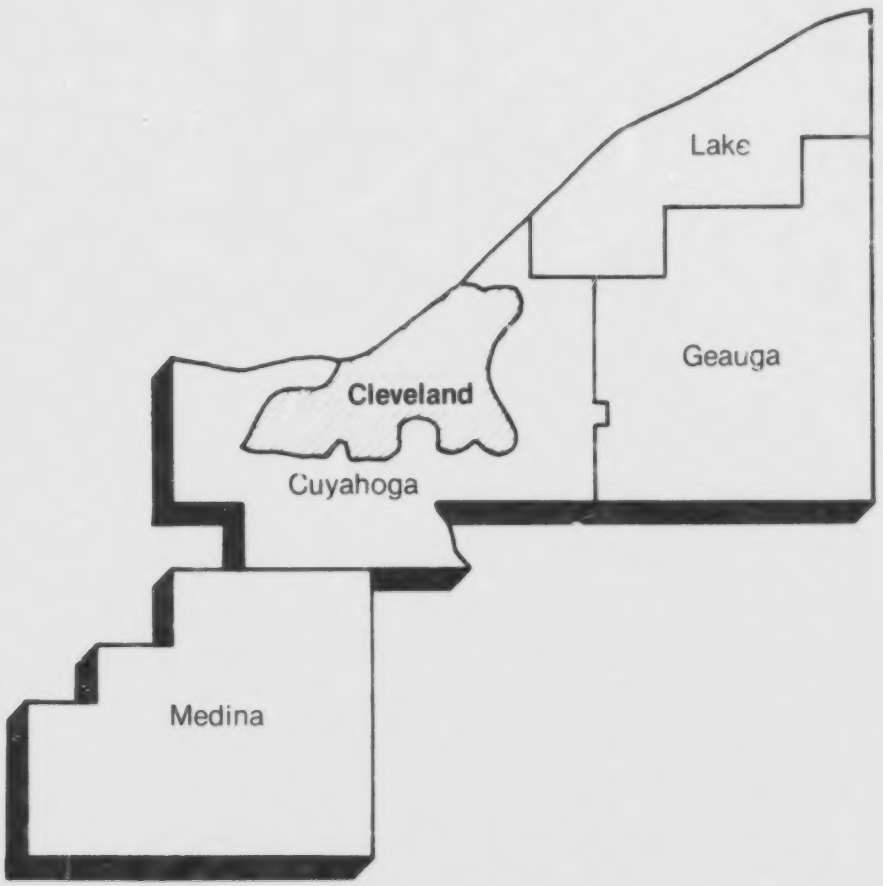

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Preface

This bulletin provides results of a September 1985 survey of occupational earnings in the Cleveland, OH, Standard Metropolitan Statistical Area. The survey was made as part of the Bureau of Labor Statistics' annual area wage survey program. It was conducted by the Bureau's regional office in Chicago, IL, under the general direction of Lois L. Orr, Assistant Regional Commissioner for Operations. The survey could not have been accomplished without the cooperation of the many firms whose wage and salary data provided the basis for the statistical information in this bulletin. The Bureau wishes to express sincere appreciation for the cooperation received.

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Note:

A report on occupational earnings and employee benefits in the Cleveland area is available for the banking industry (September 1985). This report is available from the Bureau's Regional Offices. Regional Offices also have available five summary releases: *Occupational Earnings and Wage Trends in Metropolitan Areas* (3 parts), *Occupational Earnings in All Metropolitan Areas* (combined); and *Wage Differences Among Metropolitan Areas.*

A summary bulletin, *Area Wage Surveys, Selected Metropolitan Areas,* provides wage data for 70 areas in the Area Wage Survey program. This annual bulletin may be purchased from the Superintendent of Documents or from the BLS Publications Sales Center in Chicago.

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Area Wage Survey

Cleveland, Ohio, Metropolitan Area September 1985

U.S. Department of Labor
William E. Brock, Secretary

Bureau of Labor Statistics
Janet L. Norwood, Commissioner

November 1985

Bulletin 3030-45

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Introduction

This area is 1 of 70 in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related benefits. (See list of areas on inside back cover.) In each area, earnings data for selected occupations (A-series tables) are collected annually. Information on establishment practices and employee benefits (B-series tables) is obtained every third year. This report has no B-series tables.

A major consideration in the area wage survey program is the need to describe the level and movement of wages in a variety of labor markets, through the analysis of (1) the level and distribution of wages by occupation, and (2) the movement of wages by occupational category and skill level. The program develops information that may be used for many purposes, including wage and salary administration, collective bargaining, and assistance in determining plant location. Survey results also are used by the U.S. Department of Labor to make wage determinations under the Service Contract Act of 1965.

A-series tables

Tables A-1 through A-6 provide estimates of straight-time weekly or hourly earnings for workers in occupations common to a variety of manufacturing and nonmanufacturing industries. Where possible, occupations with related duties (e.g. accounting clerks and payroll clerks) are clustered to facilitate comparison. The occupations are defined in appendix B. For the 31 largest survey areas, tables A-12 through A-17 provide similar data for establishments employing 500 workers or more.

Table A-7 provides indexes and percent changes in average hourly earnings for office clerical workers, electronic data processing workers, industrial nurses, skilled maintenance trades workers, and unskilled plant workers. Where possible, data are presented for all industries and for manufacturing and nonmanufacturing separately. Data are not presented for skilled maintenance workers in nonmanufacturing because the number of workers employed in this occupational group in nonmanufacturing is too small to warrant separate presentation. This table provides a measure of wage trends after elimination of changes in average earnings caused by employment shifts among establishments as well as turnover of establishments included in survey samples. For further details, see appendix A.

Tables A-8 through A-11 provide measures of pay relationships in establishments. These measures may differ considerably from the pay relationships of overall area averages published in tables A-1 through A-6. See appendix A for details.

Appendixes

Appendix A describes the methods and concepts used in the area wage survey program and provides information on the scope of the survey.

Appendix B provides job descriptions used by Bureau field representatives to classify workers by occupation.

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Table A-1. Weekly earnings of office workers in Cleveland, OH, September 1985

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings (in dollars)[2]			Number of workers receiving straight-time weekly earnings (in dollars) of —																			
			Mean[3]	Median[3]	Middle range[3]	Under 160	160 and under 180	180 – 200	200 – 220	220 – 240	240 – 260	260 – 280	280 – 300	300 – 320	320 – 340	340 – 360	360 – 380	380 – 400	400 – 420	420 – 440	440 – 460	460 – 480	480 – 500	500 – 540	540 – 580	580 and over
Secretaries	3,755	39.5	360.00	46.50	309.50– 406.00	–	–	1	27	47	143	187	385	441	457	470	379	211	253	211	161	104	95	112	45	26
Manufacturing	2,215	39.5	375.50	383.50	321.00– 424.50	–	–	–	12	14	61	73	167	218	265	258	220	138	208	167	128	57	82	86	36	25
Nonmanufacturing	1,540	39.0	338.00	331.00	296.00– 367.50	–	–	1	15	33	82	114	218	223	192	212	159	73	45	44	33	47	13	26	9	1
Transportation and utilities	80	39.5	473.50	475.00	457.50– 502.00	–	–	–	–	–	–	–	–	–	4	–	–	1	1	8	7	37	2	13	7	
Secretaries I	443	39.5	3[illegible]50	308.00	268[illegible]– 422.00	–	–	1	26	28	47	39	66	35	34	12	6	3	33	42	28	32	11	–	–	–
Manufacturing	214	39.5	374.00	410.50	311.50– 431.50	–	–	–	12	–	2	6	23	16	30	6	4	1	31	40	26	6	11	–	–	–
Nonmanufacturing	229	39.0	297.50	273.00	254.00– 307.50	–	–	1	14	28	45	33	43	19	4	6	2	2	2	2	2	26	–	–	–	–
Secretaries II	1,039	39.0	323.00	321.00	294.00– 354.50	–	–	–	1	17	61	73	182	179	181	142	131	31	30	9	1	–	1	–	–	–
Manufacturing	591	39.5	326.00	327.50	294.00– 356.50	–	–	–	–	13	37	48	74	100	102	76	71	30	29	9	1	–	1	–	–	–
Nonmanufacturing	448	38.5	316.50	316.50	296.50– 350.50	–	–	–	1	4	24	25	108	79	79	66	60	1	1	–	–	–	–	–	–	–
Secretaries III	1,302	39.5	362.50	349.00	315.00– 400.50	–	–	–	–	2	32	75	114	151	181	182	160	77	59	99	57	20	44	23	19	7
Manufacturing	860	39.5	373.00	358.00	325.00– 423.50	–	–	–	–	1	22	19	69	75	122	132	102	43	52	77	55	15	37	20	13	6
Nonmanufacturing	442	39.5	341.00	327.50	299.50– 379.00	–	–	–	–	1	10	56	45	76	59	50	58	34	7	22	2	5	[illegible]	3	6	1
Secretaries IV	811	39.5	401.00	390.00	345.50– 448.00	–	–	–	–	–	3	–	22	71	57	129	76	80	101	43	62	41	32	67	21	6
Manufacturing	430	39.5	425.50	417.50	376.00– 475.50	–	–	–	–	–	–	–	–	24	11	43	39	47	73	28	41	27	25	46	19	6
Nonmanufacturing	381	39.0	373.50	351.00	329.50– 407.00	–	–	–	–	–	3	–	22	47	46	86	37	33	28	15	21	14	6	21	2	–
Secretaries V	156	39.5	451.50	429.50	402.00– 503.00	–	–	–	–	–	–	–	1	5	3	4	5	20	29	18	13	11	7	22	5	13
Manufacturing	120	40.0	462.50	434.00	408.50– 508.00	–	–	–	–	–	–	–	1	3	–	1	4	17	23	13	5	9	7	20	4	* 13
Stenographers	255	40.0	363.50	366.00	294.50– 434.00	–	–	–	–	6	7	25	33	23	15	11	13	16	15	67	9	3	12	–	–	–
Manufacturing	115	40.0	307.00	294.50	271.00– 329.00	–	–	–	–	5	5	24	30	20	5	3	8	5	8	2	–	–	–	–	–	–
Nonmanufacturing	140	40.0	410.00	434.00	383.00– 434.00	–	–	–	–	1	2	1	3	3	10	8	5	11	7	65	9	3	12	–	–	–
Transportation and utilities	138	40.0	412.50	434.00	387.50– 434.00	–	–	–	–	–	1	1	3	3	10	8	5	11	7	65	9	3	12	–	–	–
Stenographers I	120	40.0	329.50	297.50	269.00– 376.50	–	–	–	–	6	7	25	22	9	10	7	5	5	3	9	–	–	12	–	–	–
Nonmanufacturing																										
Transportation and utilities	40	40.0	402.50	403.50	337.50– 498.50	–	–	–	–	–	1	1	–	2	6	6	1	3	1	7	–	–	12	–	–	–
Stenographers II	135	40.0	394.00	432.00	356.00– 434.00	–	–	–	–	–	–	–	11	14	5	4	8	11	12	58	9	3	–	–	–	–
Nonmanufacturing																										
Transportation and utilities	98	40.0	417.00	434.00	413.00– 434.00	–	–	–	–	–	–	–	3	1	4	2	4	8	6	58	9	3	–	–	–	–
Typists	1,125	39.5	283.00	254.00	224.00– 314.00	–	6	115	121	193	164	119	81	51	17	18	19	17	–	204	–	–	–	–	–	–
Manufacturing	231	39.5	264.50	252.50	231.00– 291.00	–	–	–	40	31	64	30	18	18	7	3	15	3	–	2	–	–	–	–	–	–
Nonmanufacturing	894	39.5	288.00	255.00	222.50– 356.50	–	6	115	81	162	100	89	63	33	10	15	4	14	–	202	–	–	–	–	–	–
Typists I	494	39.5	266.00	245.50	224.00– 275.00	–	–	18	78	120	82	79	29	16	6	1	2	7	–	56	–	–	–	–	–	–
Manufacturing	142	40.0	245.00	248.50	215.50– 263.00	–	–	–	39	21	46	25	3	3	–	–	2	3	–	–	–	–	–	–	–	–
Nonmanufacturing	352	39.5	275.00	244.00	227.00– 291.00	–	–	18	39	99	36	54	26	13	6	1	–	4	–	56	–	–	–	–	–	–
Typists II	631	40.0	296.00	269.00	223.50– 380.00	–	6	97	43	73	82	40	52	35	11	17	17	10	–	148	–	–	–	–	–	–
Manufacturing	89	39.5	295.00	292.00	246.00– 328.50	–	–	–	1	10	18	5	15	15	7	3	13	–	–	2	–	–	–	–	–	–
Nonmanufacturing	542	40.0	296.00	260.00	219.00– 434.00	–	6	97	42	63	64	35	37	20	4	14	4	10	–	146	–	–	–	–	–	–
File clerks	433	39.5	205.50	191.00	163.00– 230.00	3	174	65	55	49	38	17	19	1	–	2	2	–	2	4	–	–	2	–	–	–
Manufacturing	52	38.5	249.50	252.50	194.00– 265.50	–	–	15	5	3	6	14	2	1	–	2	2	–	2	–	–	–	–	–	–	–
Nonmanufacturing	381	39.5	199.50	180.00	163.00– 224.00	3	174	50	50	46	32	3	17	–	–	–	–	–	–	4	–	–	2	–	–	–
File clerks I	96	38.5	230.50	230.50	205.00– 245.50	–	4	19	11	26	23	–	13	–	–	–	–	–	–	–	–	–	–	–	–	–
Nonmanufacturing	75	39.0	238.50	238.00	230.00– 245.50	–	4	4	7	24	23	–	13	–	–	–	–	–	–	–	–	–	–	–	–	–
Messengers	166	39.0	248.50	230.50	204.00– 262.50	3	6	31	23	43	17	11	5	2	1	2	–	–	22	–	–	–	–	–	–	–
Nonmanufacturing	125	39.0	249.50	224.00	192.00– 253.00	3	5	26	22	29	10	2	4	1	1	–	–	–	22	–	–	–	–	–	–	–
Receptionists	74	39.5	238.50	205.50	179.50– 294.50	–	25	6	12	1	5	1	11	–	5	–	4	3	–	1	–	–	–	–	–	–
Nonmanufacturing	55	39.5	212.00	197.50	179.50– 231.00	–	25	6	10	1	4	–	7	–	–	–	–	1	–	1	–	–	–	–	–	–
Switchboard operators	210	39.5	263.00	233.00	182.50– 308.00	1	27	34	30	20	15	11	8	16	11	2	4	9	2	15	–	–	1	4	–	–
Manufacturing	56	39.5	309.00	301.50	264.00– 342.50	–	–	–	–	4	8	9	5	9	7	1	3	8	1	–	–	–	1	–	–	–
Nonmanufacturing	154	39.5	246.00	214.00	180.00– 264.00	1	27	34	30	16	7	2	3	7	4	1	1	1	1	15	–	–	–	4	–	–
Transportation and utilities	30	40.0	411.50	427.00	343.00– 434.00	–	–	–	–	–	–	–	–	3	4	1	1	1	1	15	–	–	–	4	–	–

See footnotes at end of tables

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Table A-1. Weekly earnings of office workers in Cleveland, OH, September 1985 —Continued

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings (in dollars)[2]			Number of workers receiving straight-time weekly earnings (in dollars) of —																				
			Mean[3]	Median[3]	Middle range[3]	Under 160	160 and under 180	180 – 200	200 – 220	220 – 240	240 – 260	260 – 280	280 – 300	300 – 320	320 – 340	340 – 360	360 – 380	380 – 400	400 – 420	420 – 440	440 – 460	460 – 480	480 – 500	500 – 540	540 – 580	580 and over
Switchboard operator-receptionists	470	39.5	257.00	253.50	231.00– 283.00	-	1	19	64	85	110	62	42	45	28	8	-	-	2	-	-	-	1	-	-	-
Manufacturing	228	39.5	264.30	255.50	231.00– 300.00	-	-	12	15	50	55	20	13	32	27	2	-	-	2	-	-	-	-	-	-	-
Nonmanufacturing	242	39.0	250.50	244.00	221.50– 270.00	-	1		49	35	58	42	29	13	1	6	-	-	-	-	-	-	1	-	-	-
Order clerks	838	39.5	302.50	285.00	268.00– 332.50	1	1	26	24	34	90	164	117	125	65	27	26	63	17	46	7	3	2	-	-	-
Manufacturing	253	40.0	310.00	305.00	255.00– 346.00	-	-	3	22	28	15	30	10	50	26	14	-	14	17	12	7	3	2	-	-	-
Nonmanufacturing	585	39.0	299.50	281.50	268.00– 323.00	1	1	23	2	6	75	134	107	75	39	13	26	49	-	34	-	-	-	-	-	-
Order clerks I	572	39.5	303.00	300.00	252.00– 352.00	1	1	26	24	34	65	80	51	109	26	18	26	59	8	39	5	-	-	-	-	-
Manufacturing	167	40.0	288.50	284.00	220.50– 310.00	-	-	3	22	28	13	15	6	47	-	5	-	10	8	5	5	-	-	-	-	-
Nonmanufacturing	405	39.5	309.00	300.00	270.00– 366.50	1	1	23	2	6	52	65	45	62	26	13	26	49	-	34	-	-	-	-	-	-
Order clerks II	266	38.5	301.50	285.00	268.00– 330.00	-	-	-	-	-	25	84	66	16	39	9	-	4	9	7	2	3	2	-	-	-
Manufacturing	86	40.0	351.50	338.00	314.00– 404.00	-	-	-	-	-	2	15	4	3	26	9	-	4	9	7	2	3	2	-	-	-
Accounting clerks	2,558	39.0	300.50	289.00	238.50– 351.00	33	18	150	186	273	328	184	229	256	148	179	105	83	57	154	109	17	11	15	23	-
Manufacturing	1,015	39.5	322.00	315.00	272.00– 361.00	-	-	6	10	56	112	105	103	143	94	119	81	71	42	36	10	10	7	8	2	-
Nonmanufacturing	1,543	39.0	286.00	252.00	220.00– 329.00	33	18	144	176	217	216	79	126	113	54	60	24	12	15	118	99	7	4	7	21	-
Accounting clerks I	245	40.0	294.50	256.00	219.00– 423.00	-	9	18	38	27	38	20	7	5	3	2	-	2	-	76	-	-	-	-	-	-
Nonmanufacturing	203	40.0	300.00	251.00	213.00– 423.00	-	9	18	36	18	32	8	1	1	-	2	-	2	-	76	-	-	-	-	-	-
Accounting clerks II	1,116	39.0	270.50	253.00	221.00– 311.50	32	2	116	102	187	149	69	102	123	38	81	21	36	12	44	1	1	-	-	-	-
Manufacturing	409	39.5	302.00	301.00	260.50– 332.50	-	-	1	2	37	58	52	46	85	32	41	14	31	5	3	1	1	-	-	-	-
Nonmanufacturing	707	38.5	252.00	230.00	201.50– 287.00	32	2	115	100	150	91	17	56	38	6	40	7	5	7	41	-	-	-	-	-	-
Accounting clerks III	869	39.5	314.50	299.50	251.00– 367.50	1	7	16	46	59	137	81	89	101	50	35	42	42	22	21	105	6	3	6	-	-
Manufacturing	381	39.5	325.00	311.50	272.00– 370.50	-	-	5	6	10	48	37	51	47	25	29	30	37	16	20	8	4	3	2	-	-
Nonmanufacturing	488	39.5	306.00	284.50	243.00– 363.00	1	7	11	40	49	89	44	38	54	22	6	12	5	6	1	97	2	-	4	-	-
Accounting clerks IV	286	39.0	370.00	344.00	317.50– 410.50	-	-	-	-	-	4	10	31	27	57	51	28	3	13	9	3	10	8	9	23	-
Manufacturing	141	39.0	374.50	357.50	338.00– 410.50	-	-	-	-	-	-	-	-	7	31	39	23	3	11	9	1	5	4	6	2	-
Nonmanufacturing	145	39.0	366.00	329.00	297.00– 402.50	-	-	-	-	-	4	10	31	20	26	12	5	-	2	-	2	5	4	3	21	-
Payroll clerks	487	39.5	298.50	295.50	254.00– 343.50	1	12	16	30	33	49	59	59	77	25	52	7	24	14	5	15	3	-	1	5	-
Manufacturing	263	39.5	319.50	311.50	280.00– 347.00	-	-	-	12	6	17	30	49	34	21	42	3	23	14	5	2	2	-	-	3	-
Nonmanufacturing	224	39.0	274.00	266.00	220.00– 307.00	1	12	16	18	27	32	29	10	43	4	10	4	1	-	-	13	1	-	1	2	-
Key entry operators	1,409	39.5	263.00	254.50	220.00– 289.50	28	49	120	144	171	236	197	204	76	38	29	24	14	23	21	11	17	3	-	2	2
Manufacturing	287	39.5	298.50	280.00	254.50– 320.00	-	-	3	2	31	55	47	53	24	12	11	15	8	16	2	1	3	-	-	2	2
Nonmanufacturing	1,122	39.5	254.00	248.50	214.00– 280.50	28	49	117	142	140	181	150	151	52	26	18	9	6	7	19	10	14	3	-	-	-
Transportation and utilities	73	40.0	401.00	423.00	365.00– 443.00	-	-	-	-	-	1	2	2	5	3	5	4	6	7	19	2	14	3	-	-	-
Key entry operators I	868	39.5	242.00	240.00	210.00– 268.00	28	49	103	113	149	186	105	89	24	17	4	9	11	3	16	1	1	-	-	-	-
Manufacturing	142	39.5	275.00	261.50	252.50– 288.00	-	-	3	1	26	40	19	31	4	4	3	3	5	1	2	-	-	-	-	-	-
Nonmanufacturing	746	39.5	236.00	226.50	200.00– 260.00	28	49	100	112	123	126	86	58	20	13	1	6	6	2	14	1	1	-	-	-	-
Key entry operators II	521	39.0	298.00	286.00	255.50– 315.50	-	-	17	31	22	70	92	115	52	21	25	15	3	20	5	10	16	3	-	2	2
Manufacturing	145	39.5	321.00	300.00	266.00– 363.50	-	-	-	1	5	15	28	22	20	8	8	12	3	15	-	1	3	-	-	2	2
Nonmanufacturing	376	39.0	289.50	281.50	250.50– 304.50	-	-	17	30	17	55	64	93	32	13	17	3	-	5	5	9	13	3	-	-	-

* Workers were distributed as follows: 5 at $580.00 to $620.00; 2 at $620.00 to $660.00; 5 at $660.00 to $700.00; and 1 at $740.00 to $780.00.

Also see footnotes at end of tables.

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Table A-2. Weekly earnings of professional and technical workers in Cleveland, OH, September 1985

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings (in dollars)[2]			Number of workers receiving straight-time weekly earnings (in dollars) of —																			
			Mean[3]	Median[3]	Middle range[3]	180 and under 200	200 - 220	220 - 240	240 - 260	260 - 280	280 - 300	300 - 320	320 - 340	340 - 360	360 - 380	380 - 400	400 - 440	440 - 480	480 - 520	520 - 560	560 - 600	600 - 680	680 - 760	760 - 840	840 - 920	920 - 1000
Computer systems analysts (business)	879	39.5	618.50	607.50	528.00- 701.50	-	-	-	-	-	-	-	-	1	1		50	88	95	74	127	201	155	82	30	5
Manufacturing	441	40.0	657.50	650.50	561.50- 745.50	-	-	-	-	-	-	-	-	-	-	-	6	8	37	36	50	108	111	68	14	3
Nonmanufacturing	438	39.0	578.50	573.50	481.00- 642.00	-	-	-	-	-	-	-	-	1	1	-	44	50	58	38	77	93	44	14	16	2
Computer systems analysts (business) I	118	38.5	476.50	470.50	422.50- 504.50	-	-	-	-	-	-	-	-	1	1	-	37	24	33	10	5	3	4	-	-	-
Nonmanufacturing	90	38.5	453.00	442.50	419.00- 481.00	-	-	-	-	-	-	-	-	1	1	-	37	24	20	3	3	1	-	-	-	-
Computer systems analysts (business) II	333	39.5	582.00	582.50	525.00- 624.00	-	-	-	-	-	-	-	-	-	-	-	13	28	36	37	81	100	31	7	-	-
Manufacturing	158	39.5	614.00	604.50	570.00- 663.50	-	-	-	-	-	-	-	-	-	-	-	6	2	8	17	37	58	27	5	-	-
Nonmanufacturing	175	39.0	553.50	573.50	483.50- 600.00	-	-	-	-	-	-	-	-	-	-	-	7	26	30	20	44	42	4	2	-	-
Computer systems analysts (business) III	399	39.5	682.00	691.00	608.00- 758.50	-	-	-	-	-	-	-	-	-	-	-	-	6	26	24	41	89	114	72	23	4
Manufacturing	255	40.0	696.50	709.50	620.50- 770.00	-	-	-	-	-	-	-	-	-	-	-	-	6	18	12	11	48	80	63	14	3
Nonmanufacturing	144	39.5	656.00	642.00	571.50- 724.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8	12	30	41	34	9	9	1
Computer programmers (business)	724	39.5	469.50	470.50	384.50- 548.00	-	-	-	6	8	25	14	42	33	31	48	74	111	95	82	70	72	12	1	-	-
Manufacturing	264	40.0	492.50	489.50	448.50- 542.50	-	-	-	-	-	-	-	19	6	-	4	25	69	56	35	21	26	2	1	-	-
Nonmanufacturing	460	39.5	456.50	441.50	361.00- 550.50	-	-	-	6	8	25	14	23	27	31	44	49	42	39	47	49	46	10	-	-	-
Computer programmers (business) I	146	39.5	367.00	365.50	323.00- 418.50	-	-	-	6	8	16	1	19	22	4	25	22	19	1	2	1	-	-	-	-	-
Nonmanufacturing	100	39.5	361.50	374.50	299.50- 403.00	-	-	-	6	8	16	1	-	16	4	24	14	7	1	2	1	-	-	-	-	-
Computer programmers (business) II	362	39.5	460.00	464.00	384.00- 529.00	-	-	-	-	-	9	13	23	11	24	18	50	65	53	40	32	24	-	-	-	-
Manufacturing	93	40.0	485.00	478.00	451.00- 508.00	-	-	-	-	-	-	-	-	-	-	3	16	33	26	7	5	3	-	-	-	-
Nonmanufacturing	269	39.5	451.50	442.50	361.00- 532.50	-	-	-	-	-	9	13	23	11	24	15	34	32	27	33	27	21	-	-	-	-
Computer programmers (business) III	216	39.5	554.50	556.00	499.00- 607.00	-	-	-	-	-	-	-	-	-	3	5	2	27	41	40	37	48	12	1	-	-
Manufacturing	125	40.0	539.50	529.00	497.50- 586.50	-	-	-	-	-	-	-	-	-	-	-	1	24	30	28	16	23	2	1	-	-
Nonmanufacturing	91	39.5	575.50	577.00	519.50- 642.50	-	-	-	-	-	-	-	-	-	3	5	1	3	11	12	21	25	10	-	-	-
Computer operators	956	39.5	345.00	332.50	281.00- 400.00	10	56	4	60	105	114	77	78	61	103	48	84	104	23	7	9	13	-	-	-	-
Manufacturing	328	39.5	390.00	374.00	323.50- 450.00	-	6	-	4	29	18	21	26	30	41	21	44	42	21	5	7	13	-	-	-	-
Nonmanufacturing	628	39.0	321.50	308.00	268.50- 366.00	10	50	4	56	76	96	56	52	31	62	27	40	62	2	2	2	-	-	-	-	-
Computer operators I	162	40.0	254.00	240.00	216.00- 269.00	10	56	4	43	15	6	11	6	3	3	1	1	-	-	-	2	1	-	-	-	-
Nonmanufacturing	141	40.0	242.50	240.00	216.00- 269.00	10	50	4	40	15	6	10	2	-	3	1	-	-	-	-	-	-	-	-	-	-
Computer operators II	554	39.0	345.00	321.50	288.50- 383.00	-	-	-	17	90	106	57	55	36	49	20	40	65	3	1	4	11	-	-	-	-
Manufacturing	192	39.5	369.50	349.50	298.50- 415.50	-	-	-	1	29	18	19	22	23	14	12	17	22	2	-	2	11	-	-	-	-
Nonmanufacturing	362	39.0	332.50	308.00	285.50- 364.00	-	-	-	16	61	88	38	33	13	35	8	23	43	1	1	2	-	-	-	-	-
Computer operators III	240	39.5	406.00	387.50	366.00- 440.00	-	-	-	-	-	2	9	17	22	51	27	43	39	20	6	3	1	-	-	-	-
Manufacturing	115	40.0	434.50	427.00	379.50- 478.00	-	-	-	-	-	-	1	-	4	27	9	26	20	19	5	3	1	-	-	-	-
Nonmanufacturing	125	39.5	379.50	372.50	347.00- 415.00	-	-	-	-	-	2	8	17	18	24	18	17	19	1	1	-	-	-	-	-	-
Computer data librarians	63	39.5	360.50	340.50	291.00- 448.50	-	-	1	2	10	5	7	6	3	2	1	-	25	-	-	-	-	-	-	-	-
Drafters	1,016	40.0	423.00	420.00	342.50- 490.00	2	-	2	12	10	68	68	72	91	40	73	123	179	58	113	80	25	-	-	-	-
Manufacturing	669	40.0	403.50	384.00	333.00- 462.00	-	-	-	12	5	64	59	67	76	30	67	50	85	35	64	44	11	-	-	-	-
Nonmanufacturing	347	40.0	460.00	457.50	416.00- 530.00	2	-	2	-	5	4	9	5	15	10	6	73	94	23	49	36	14	-	-	-	-
Drafters II	76	40.0	329.00	328.50	305.50- 346.00	-	-	-	-	2	9	23	8	26	-	7	-	1	-	-	-	-	-	-	-	-
Manufacturing	61	40.0	332.00	342.50	305.50- 346.00	-	-	-	-	-	7	17	6	24	-	7	-	-	-	-	-	-	-	-	-	-

See footnotes at end of tables.

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Table A-2. Weekly earnings of professional and technical workers in Cleveland, OH, September 1985 —Continued

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings (in dollars)[2]			Number of workers receiving straight-time weekly earnings (in dollars) of —																			
			Mean[3]	Median[3]	Middle range[3]	180 and under 200	200 – 220	220 – 240	240 – 260	260 – 280	280 – 300	300 – 320	320 – 340	340 – 360	360 – 380	380 – 400	400 – 440	440 – 480	480 – 520	520 – 560	560 – 600	600 – 680	680 – 760	760 – 840	840 – 920	920 – 1000
Drafters III	350	40.0	356.00	340.00	302.50– 416.00	-	-	-	12	6	57	43	58	34	15	17	78	28	10	-	-	-	-	-	-	-
Manufacturing	249	40.0	334.50	325.00	295.50– 346.00	-	-	-	12	5	57	40	55	28	5	14	9	14	10	-	-	-	-	-	-	-
Nonmanufacturing	107	39.5	407.50	416.00	408.50– 420.00	-	-	-	-	1	-	3	3	6	10	3	67	14	-	-	-	-	-	-	-	-
Drafters IV	431	40.0	465.50	457.50	398.00– 532.00	-	-	-	-	-	-	1	6	31	25	45	34	121	31	73	58	6	-	-	-	-
Manufacturing	232	40.0	437.00	426.00	380.00– 496.00	-	-	-	-	-	-	1	6	24	25	43	29	44	8	28	24	-	-	-	-	-
Nonmanufacturing	199	40.0	498.50	490.00	457.50– 540.00	-	-	-	-	-	-	-	-	7	-	2	5	77	23	45	34	6	-	-	-	-
Drafters V	144	40.0	521.50	530.50	462.00– 568.00	-	-	-	-	-	-	-	-	-	-	4	13	29	17	40	22	19	-	-	-	-
Manufacturing	126	40.0	515.00	526.00	462.00– 557.50	-	-	-	-	-	-	-	-	-	-	3	12	27	17	36	20	11	-	-	-	-
Electronics technicians	902	39.5	425.50	417.00	367.00– 477.00	-	-	-	1	6	6	24	48	113	102	56	199	126	106	91	18	1	5	-	-	-
Manufacturing	615	40.0	417.50	415.00	359.00– 465.00	-	-	-	1	3	6	21	45	82	64	37	149	77	71	55	4	-	-	-	-	-
Nonmanufacturing	287	38.5	443.00	428.50	373.00– 504.50	-	-	-	-	3	-	3	3	31	38	19	50	49	35	36	14	1	5	-	-	-
Transportation and utilities	27	39.5	530.00	595.50	374.50– 595.50	-	-	-	-	-	-	-	-	5	5	-	-	-	-	-	11	1	5	-	-	-
Electronics technicians I	75	40.0	378.00	396.00	310.50– 440.50	-	-	-	1	6	5	9	8	5	3	1	18	19	-	-	-	-	-	-	-	-
Electronics technicians II	536	39.5	391.50	380.00	359.00– 424.00	-	-	-	-	-	1	15	40	106	97	50	141	60	24	1	1	-	-	-	-	-
Manufacturing	400	40.0	392.00	383.00	355.00– 425.00	-	-	-	-	-	1	15	40	78	62	31	114	34	24	1	-	-	-	-	-	-
Electronics technicians III	291	39.5	500.00	504.50	456.50– 530.00	-	-	-	-	-	-	-	-	2	2	5	40	47	82	90	17	1	5	-	-	-
Manufacturing	172	40.0	489.50	504.00	456.00– 522.00	-	-	-	-	-	-	-	-	2	2	5	17	41	47	54	4	-	-	-	-	-
Nonmanufacturing	119	39.0	515.00	504.50	500.00– 540.00	-	-	-	-	-	-	-	-	-	-	-	23	6	35	36	13	1	5	-	-	-
Registered industrial nurses	91	39.5	485.00	481.50	436.00– 535.00	-	-	-	-	-	-	-	-	-	-	14	16	14	23	10	6	8	-	-	-	-
Manufacturing	66	40.0	500.00	487.00	442.50– 544.50	-	-	-	-	-	-	-	-	-	-	1	15	12	18	7	6	7	-	-	-	-

See footnotes at end of tables.

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Table A-3. Average weekly earnings of office, professional, and technical workers, by sex, in Cleveland, OH, September 1985

Sex,[1] occupation, and industry division	Number of workers	Average (mean[2])	
		Weekly hours[3] (standard)	Weekly earnings (in dollars)[4]
Office occupations - men			
Accounting clerks			
Manufacturing	71	39.5	374.00
Office occupations - women			
Secretaries	3,714	39.5	359.00
Manufacturing	2,204	39.5	375.00
Nonmanufacturing	1,510	39.0	335.00
Secretaries I	441	39.5	334.50
Manufacturing	212	39.5	374.00
Nonmanufacturing	229	39.0	297.50
Secretaries II	1,038	39.0	323.00
Manufacturing	590	39.5	326.00
Nonmanufacturing	448	38.5	318.50
Secretaries III	1,299	39.5	362.00
Manufacturing	858	39.5	373.00
Nonmanufacturing	441	39.5	341.00
Secretaries IV	786	39.5	398.50
Manufacturing	429	39.5	425.50
Nonmanufacturing	357	39.0	366.00
Secretaries V	150	39.5	444.50
Manufacturing	115	40.0	455.00
Stenographers			
Manufacturing	115	40.0	307.00
Stenographers I	112	40.0	323.00
Typists			
Manufacturing	230	39.5	264.00
Typists I	430	39.5	244.00
Manufacturing	141	40.0	244.00
Typists II			
Manufacturing	89	39.5	295.00
File clerks	426	39.5	203.00
Manufacturing	52	38.5	249.50
Nonmanufacturing	374	39.5	196.50
File clerks I	96	38.5	230.50
Nonmanufacturing	75	39.0	238.50
Receptionists	73	39.5	239.00
Nonmanufacturing	54	39.5	212.00
Switchboard operators	195	39.5	254.00
Manufacturing	55	39.5	306.00
Nonmanufacturing	140	39.0	234.00
Switchboard operator-receptionists	470	39.5	257.00
Manufacturing	228	39.5	264.00
Nonmanufacturing	242	39.0	250.50
Order clerks	673	39.5	285.50
Manufacturing	223	40.0	306.50
Nonmanufacturing	450	39.0	278.00
Order clerks I	414	40.0	278.50
Manufacturing	144	40.0	278.00
Nonmanufacturing	270	39.5	278.50
Order clerks II	259	38.5	297.00
Manufacturing	79	40.0	342.00
Accounting clerks	2,138	39.0	285.50
Manufacturing	941	39.5	318.00
Accounting clerks II	1,015	39.0	262.50
Manufacturing	388	39.5	300.50
Nonmanufacturing	627	38.5	239.50
Accounting clerks III			
Manufacturing	362	39.5	319.50
Accounting clerks IV	215	39.5	359.00
Manufacturing	119	38.5	371.50
Nonmanufacturing	126	38.5	347.50
Payroll clerks	461	39.0	295.00
Manufacturing	261	39.5	317.50
Nonmanufacturing	200	39.0	265.50
Key entry operators	1,364	39.5	260.50
Manufacturing	285	39.5	297.00
Nonmanufacturing	1,079	39.5	250.50
Key entry operators I	851	39.5	238.00
Manufacturing	142	39.5	275.00
Nonmanufacturing	709	39.5	231.00
Key entry operators II	513	39.0	297.00
Manufacturing	143	39.5	319.00
Nonmanufacturing	370	39.0	288.50
Professional and technical occupations - men			
Computer systems analysts (business)	627	39.0	630.00
Nonmanufacturing	335	39.0	588.00
Computer systems analysts (business) I	76	38.5	466.50
Nonmanufacturing	61	38.0	450.00
Computer systems analysts (business) II	220	39.0	591.00
Nonmanufacturing	132	39.0	563.00
Computer systems analysts (business) III	307	39.5	692.00
Manufacturing	189	40.0	711.50
Nonmanufacturing	118	39.5	660.00
Computer programmers (business)	445	39.5	472.00
Nonmanufacturing	303	39.0	460.50
Computer programmers (business)	94	39.5	372.50
Nonmanufacturing	74	39.0	363.00
Computer programmers (business) II	226	39.0	465.50
Manufacturing	57	40.0	488.50
Nonmanufacturing	169	39.0	458.00
Computer programmers (business) III			
Nonmanufacturing	60	39.5	587.50
Computer operators	425	39.5	355.00
Manufacturing	152	39.5	422.50
Nonmanufacturing	273	39.5	317.50
Computer operators I	71	40.0	263.00
Nonmanufacturing	61	40.0	245.00
Computer operators II			
Manufacturing	71	39.5	412.00
Computer operators III	154	39.5	404.50
Manufacturing	71	40.0	439.50
Nonmanufacturing	83	39.0	375.00
Drafters	613	40.0	420.50
Manufacturing	565	40.0	402.50
Drafters II	70	40.0	327.00
Manufacturing	55	40.0	330.00
Drafters III	293	39.5	361.50
Manufacturing	199	40.0	339.50
Nonmanufacturing	94	39.0	408.00
Drafters IV			
Manufacturing	197	40.0	425.50
Drafters V	132	40.0	516.50
Manufacturing	114	40.0	508.50
Electronics technicians	822	39.5	429.00
Manufacturing	565	40.0	422.50
Nonmanufacturing	257	39.0	444.50
Electronics technicians I	67	40.0	388.50
Electronics technicians II	474	39.5	395.00
Manufacturing	362	40.0	395.00
Electronics technicians III	281	39.5	496.50
Manufacturing	168	40.0	490.50
Professional and technical occupations - women			
Computer systems analysts (business)			
Nonmanufacturing	103	39.0	548.00
Computer programmers (business)	243	40.0	454.00
Nonmanufacturing	157	40.0	448.50

See footnotes at end of tables.

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Table A-3. Average weekly earnings of office, professional, and technical workers, by sex, in Cleveland, OH, September 1985 —Continued

Sex,[4] occupation, and industry division	Number of workers	Average (mean[1])	
		Weekly hours[1] (standard)	Weekly earnings (in dollars)[2]
Computer programmers (business) I	52	40.0	357.00
Computer programmers (business) II	132	40.0	450.50
Nonmanufacturing	100	40.0	440.50
Computer operators	455	39.5	322.00
Manufacturing	150	40.0	346.50
Nonmanufacturing	305	39.0	309.50
Computer operators I	91	40.0	247.00
Nonmanufacturing	80	40.0	240.50
Computer operators II			
Manufacturing	109	39.5	333.00
Computer operators III	72	40.0	400.00
Drafters			
Drafters III	62	40.0	330.50
Manufacturing	50	40.0	314.00
Electronics technicians	74	39.0	362.00
Electronics technicians II	62	39.0	366.00
Registered industrial nurses	86	39.5	482.50
Manufacturing	66	40.0	500.00

See footnotes at end of tables.

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Table A-4. Hourly earnings of maintenance, toolroom, and powerplant workers in Cleveland, OH, September 1985

Occupation and industry division	Number of workers	Hourly earnings (in dollars)[1]			Number of workers receiving straight-time hourly earnings (in dollars) of —																					
		Mean[2]	Median[2]	Middle range[3]	4.50 and under 5.00	5.00 – 5.50	5.50 – 6.00	6.00 – 6.50	6.50 – 7.00	7.00 – 7.50	7.50 – 8.00	8.00 – 8.50	8.50 – 9.00	9.00 – 9.50	9.50 – 10.00	10.00 – 10.50	10.50 – 11.00	11.00 – 11.50	11.50 – 12.00	12.00 – 12.50	12.50 – 13.00	13.00 – 14.00	14.00 – 15.00	15.00 – 16.00	16.00 – 17.00	17.00 – 18.00	18.00 – 19.00
Maintenance carpenters	179	13.63	13.74	12.75–15.30	-	-	-	-	-	-	-	-	-	6	-	-	-	6	6	8	27	48	-	22	1	-	12
Manufacturing	97	13.13	13.74	12.14–13.81	-	-	-	-	-	-	-	-	-	9	-	-	-	6	8	8	4	42	-	20	-	-	-
Maintenance electricians	1,351	13.94	14.74	12.77–15.68	-	-	-	-	-	-	-	-	-	44	12	76	12	50	37	88	142	150	112	604	24	-	-
Manufacturing	1,209	13.91	14.44	12.77–15.79	-	-	-	-	-	-	-	-	-	40	12	76	12	50	14	76	136	147	107	520	19	-	-
Nonmanufacturing	142	14.12	15.18	12.15–15.18	-	-	-	-	-	-	-	-	-	4	-	-	-	-	23	12	6	3	5	84	5	-	-
Maintenance painters	93	14.04	13.73	12.94–15.32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	8	23	19	-	32	7	-	-
Manufacturing	63	13.98	15.31	12.66–15.32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	8	19	-	-	32	-	-	-
Maintenance machinists	278	12.67	12.86	11.95–13.30	-	-	-	-	-	-	-	-	-	-	10	-	-	24	56	27	84	49	28	-	-	-	-
Manufacturing	276	12.66	12.86	11.95–13.30	-	-	-	-	-	-	-	-	-	-	10	-	-	24	56	27	84	47	28	-	-	-	-
Maintenance mechanics (machinery)	2,061	13.43	14.37	11.75–15.60	-	-	-	-	-	-	-	-	22	96	191	78	34	70	72	132	53	274	312	694	33	-	-
Manufacturing	1,892	13.38	13.74	11.64–15.60	-	-	-	-	-	-	-	-	-	96	191	78	34	70	70	132	52	269	173	694	33	-	-
Maintenance pipefitters	461	14.57	15.37	13.86–15.40	-	-	-	-	-	-	-	-	-	12	-	-	-	-	12	2	38	62	34	301	-	-	-
Manufacturing	461	14.57	15.37	13.86–15.40	-	-	-	-	-	-	-	-	-	12	-	-	-	-	12	2	38	62	34	301	-	-	-
Millwrights	706	14.86	15.40	15.37–15.40	-	-	-	-	-	-	-	-	-	-	-	-	-	9	3	3	80	40	21	550	-	-	-
Manufacturing	706	14.86	15.40	15.37–15.40	-	-	-	-	-	-	-	-	-	-	-	-	-	9	3	3	80	40	21	550	-	-	-
Motor vehicle mechanics	974	12.91	12.98	12.53–14.08	-	-	-	-	11	70	-	-	-	3	78	9	-	14	13	34	250	226	99	104	-	25	29
Manufacturing	198	13.95	15.37	12.94–15.40	-	-	-	-	-	-	-	-	-	3	8	9	-	13	1	-	21	24	15	104	-	-	-
Nonmanufacturing	776	12.65	12.98	12.46–13.53	-	-	-	-	11	70	-	-	-	-	70	-	-	1	12	34	238	202	84	-	-	25	29
Transportation and utilities	261	13.75	14.08	9.75–14.88	-	-	-	-	-	1	-	-	-	-	70	-	-	-	-	-	-	52	84	-	-	25	29
Maintenance workers (general)	591	9.09	9.00	7.80–10.38	-	48	24	9	12	27	48	62	65	79	38	43	20	27	7	50	6	2	24	-	-	-	-
Manufacturing	334	9.35	9.25	8.56–10.32	-	-	24	-	-	12	24	20	61	54	36	30	19	4	5	37	6	2	-	-	-	-	-
Nonmanufacturing	257	8.75	8.20	6.50–10.38	-	48	-	9	12	15	24	42	4	25	2	13	1	23	2	13	-	-	24	-	-	-	-
Maintenance trades helpers	92	10.95	11.38	8.74–12.08	-	-	-	-	-	-	-	12	12	-	-	-	-	26	6	36	-	-	-	-	-	-	-
Machine-tool operators (toolroom)	291	13.78	15.48	12.29–15.48	-	-	-	-	-	-	-	-	-	-	-	15	25	17	-	18	56	9	-	151	-	-	-
Manufacturing	291	13.78	15.48	12.29–15.48	-	-	-	-	-	-	-	-	-	-	-	15	25	17	-	18	56	9	-	151	-	-	-
Tool and die makers	943	13.76	13.49	12.10–15.68	-	-	-	-	-	-	-	-	-	21	9	40	61	39	30	64	88	127	-	480	4	-	-
Manufacturing	943	13.76	13.49	12.10–15.68	-	-	-	-	-	-	-	-	-	21	9	40	61	39	30	64	88	127	-	480	4	-	-
Stationary engineers	158	12.99	12.71	12.15–14.33	-	-	-	-	-	-	-	3	-	-	-	-	-	16	17	42	14	19	22	21	4	-	-
Manufacturing	98	13.53	13.98	11.98–15.37	-	-	-	-	-	-	-	-	-	-	-	-	-	10	17	2	14	10	20	21	4	-	-

See footnotes at end of tables.

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Table A-5. Hourly earnings of material movement and custodial workers in Cleveland, OH, September 1985

Occupation and industry division	Number of workers	Hourly earnings (in dollars)[1]			Number of workers receiving straight-time hourly earnings (in dollars) of —																					
		Mean[2]	Median[2]	Middle range[3]	3.35 and under 3.50	3.50 – 4.00	4.00 – 4.50	4.50 – 5.00	5.00 – 5.50	5.50 – 6.00	6.00 – 6.50	6.50 – 7.00	7.00 – 7.50	7.50 – 8.00	8.00 – 8.50	8.50 – 9.00	9.00 – 9.50	9.50 – 10.00	10.00 – 10.50	10.50 – 11.00	11.00 – 11.50	11.50 – 12.00	12.00 – 13.00	13.00 – 14.00	14.00 – 15.00	15.00 – 16.00	16.00 – 17.00
Truckdrivers	1,827	11.55	11.90	9.37–14.24	–	–	40	13	30	49	61	20	32	4	20	23	192	15	22	182	194	18	145	203	480	84	–
Manufacturing	169	10.48	11.28	8.75–12.64	–	–	–	13	–	–	13	–	8	3	–	23	4	5	–	9	17	10	27	15	17	5	–
Nonmanufacturing	1,658	11.66	12.63	9.37–14.24	–	–	40	–	30	49	48	20	24	1	20	–	188	10	22	173	177	8	118	188	463	79	–
Transportation and utilities	935	13.24	14.24	12.39–14.24	–	–	–	–	–	–	6	9	–	–	19	–	24	8	4	128	27	–	44	124	463	79	–
Truckdrivers, light truck	502	8.74	9.37	6.55–10.76	–	–	40	13	15	15	38	9	1	1	1	6	188	10	6	137	19	2	1	–	–	–	–
Nonmanufacturing	461	8.89	9.37	9.37–10.76	–	–	40	–	15	15	25	9	1	1	1	–	188	10	6	132	18	–	–	–	–	–	–
Truckdrivers, medium truck	696	12.36	14.24	11.28–14.24	–	–	–	–	–	34	–	11	5	–	19	17	–	5	16	32	167	–	–	–	380	–	–
Nonmanufacturing	661	12.53	14.24	11.30–14.24	–	–	–	–	–	34	–	11	–	–	19	–	–	–	16	32	159	–	–	–	390	–	–
Truckdrivers, tractor-trailer	369	13.79	13.85	12.75–14.79	–	–	–	–	–	–	–	–	3	3	–	–	–	–	–	11	5	8	99	66	90	84	–
Manufacturing	62	12.64	12.64	12.41–14.39	–	–	–	–	–	–	–	–	3	3	–	–	–	–	–	2	5	–	25	2	17	5	–
Nonmanufacturing	307	14.02	13.85	12.75–15.14	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	9	–	8	74	64	73	79	–
Shippers	127	9.08	8.65	7.25–11.13	–	–	–	–	–	–	–	20	23	3	6	12	27	1	–	2	19	–	1	13	–	–	–
Manufacturing	99	9.56	9.33	8.65–11.19	–	–	–	–	–	–	–	20	–	3	1	12	27	1	–	2	19	–	1	13	–	–	–
Receivers	207	8.40	7.44	5.36–11.20	–	–	23	23	12	1	24	18	3	3	12	12	13	2	–	3	18	1	–	18	16	–	5
Manufacturing	103	9.69	9.25	8.27–11.20	–	–	–	–	–	–	–	18	3	3	12	12	13	2	–	3	18	1	–	18	–	–	–
Shippers and receivers	570	9.31	9.22	8.07–10.23	–	–	–	3	–	–	23	29	26	36	37	98	105	37	78	10	55	–	10	2	23	–	–
Manufacturing	342	9.01	8.89	8.50– 9.51	–	–	–	3	–	–	–	28	24	13	12	93	54	36	54	10	9	–	4	2	–	–	–
Nonmanufacturing	228	9.75	9.22	8.07–11.36	–	–	–	–	–	–	23	1	2	23	25	3	51	1	24	–	46	–	6	–	23	–	–
Warehousemen	1,610	9.34	8.85	8.27–11.37	–	10	5	4	2	7	75	53	120	–	411	147	44	120	82	40	330	66	51	25	–	18	–
Manufacturing	700	8.65	8.27	8.27– 9.66	–	–	–	–	2	1	62	53	–	–	330	51	21	15	82	35	–	–	48	–	–	–	–
Nonmanufacturing	910	9.88	9.80	8.35–11.37	–	10	5	4	–	6	13	–	120	–	81	96	23	105	–	5	330	66	3	25	–	18	–
Transportation and utilities	41	13.42	13.81	11.45–15.23	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	15	3	–	5	–	18	–
Order fillers	751	8.27	9.02	6.25– 9.02	–	24	12	26	3	–	172	92	4	31	3	4	231	–	11	–	1	–	126	11	–	–	–
Manufacturing	158	8.66	7.93	5.07–12.00	–	24	12	3	3	–	3	–	4	31	3	4	1	–	11	–	–	–	48	11	–	–	–
Nonmanufacturing	593	8.17	9.02	6.25– 9.02	–	–	–	23	–	–	169	92	–	–	–	–	230	–	–	–	1	–	78	–	–	–	–
Shipping packers	691	8.69	9.02	8.11– 9.71	–	12	13	23	6	14	4	45	3	37	32	125	137	172	1	12	45	–	–	10	–	–	–
Manufacturing	585	8.57	8.63	8.11– 9.71	–	12	12	18	3	9	3	45	3	37	32	125	91	172	1	12	–	–	–	10	–	–	–
Material handling laborers	1,064	9.37	[illegible]	6.86–12.00	12	6	6	20	72	8	123	129	8	22	4	131	5	33	35	15	59	95	54	227	–	–	–
Manufacturing	688	10.21	10.40	8.55–13.13	12	3	–	–	–	3	110	–	6	19	1	131	3	33	35	9	34	10	52	227	–	–	–
Nonmanufacturing	376	7.84	6.86	5.25–11.15	–	3	6	20	72	5	13	129	2	3	3	–	2	–	–	6	25	85	2	–	–	–	–
Forklift operators	1,293	11.19	11.37	8.98–13.29	–	–	–	–	–	12	–	12	89	–	65	168	63	3	46	83	132	55	8	540	17	–	–
Manufacturing	1,022	11.29	13.29	8.81–13.35	–	–	–	–	–	12	–	12	37	–	65	168	63	3	22	80	30	1	8	504	17	–	–
Nonmanufacturing	271	10.79	11.37	10.05–11.94	–	–	–	–	–	–	–	–	52	–	–	–	–	–	24	3	102	54	–	36	–	–	–
Power-truck operators (other than forklift)	130	12.38	13.16	12.12–13.16	–	–	–	–	–	–	–	–	–	–	–	–	12	–	1	14	2	–	26	75	–	–	–
Manufacturing	115	12.35	13.16	11.28–13.16	–	–	–	–	–	–	–	–	–	–	–	–	12	–	1	14	2	–	11	75	–	–	–
Guards	3,507	5.05	4.00	3.70– 5.25	270	1221	887	164	206	91	40	78	65	69	60	45	10	27	42	55	48	–	–	119	–	–	–
Manufacturing	428	10.39	10.81	8.41–13.56	–	–	12	–	21	1	1	1	22	29	21	11	9	36	42	55	48	–	–	119	–	–	–
Nonmanufacturing	3,079	4.30	4.00	3.70– 4.30	270	1221	875	164	185	90	39	77	43	40	39	34	1	1	–	–	–	–	–	–	–	–	–
Guards I	3,055	4.85	4.00	3.70– 4.75	270	1150	719	161	201	91	27	55	53	42	55	34	7	15	36	28	3	–	–	108	–	–	–
Manufacturing	315	10.20	10.35	7.80–13.56	–	–	12	–	21	1	1	1	22	29	20	11	7	15	36	28	3	–	–	108	–	–	–
Nonmanufacturing	2,740	4.23	3.90	3.70– 4.25	270	1150	707	161	180	90	26	54	31	13	35	23	–	–	–	–	–	–	–	–	–	–	–

See footnotes at end of tables.

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Table A-5. Hourly earnings of material movement and custodial workers in Cleveland, OH, September 1985 —Continued

Occupation and industry division	Number of workers	Hourly earnings (in dollars)[2]			Number of workers receiving straight-time hourly earnings (in dollars) of —																						
		Mean[3]	Median[3]	Middle range[3]	3.35 and under 3.50	3.50 – 4.00	4.00 – 4.50	4.50 – 5.00	5.00 – 5.50	5.50 – 6.00	6.00 – 6.50	6.50 – 7.00	7.00 – 7.50	7.50 – 8.00	8.00 – 8.50	8.50 – 9.00	9.00 – 9.50	9.50 – 10.00	10.00 – 10.50	10.50 – 11.00	11.00 – 11.50	11.50 – 12.00	12.00 – 13.00	13.00 – 14.00	14.00 – 15.00	15.00 – 16.00	16.00 – 17.00
Guards II	452	6.40	4.25	4.00– 9.04	–	71	168	3	5	–	13	23	12	27	5	11	3	22	8	27	45	–	–	11	–	–	–
Manufacturing	113	10.92	10.98	10.31–11.12	–	–	–	–	–	–	–	–	–	–	1	–	2	21	6	27	45	–	–	11	–	–	–
Nonmanufacturing	339	4.89	4.00	4.00– 6.33	–	71	168	3	5	–	13	23	12	27	4	11	1	1	–	–	–	–	–	–	–	–	–
Janitors, porters, and cleaners	3,355	6.65	6.46	4.50– 7.50	39	287	409	282	135	167	688	121	382	48	65	135	124	117	58	27	38	72	140	17	4	–	–
Manufacturing	856	9.36	9.34	7.43–10.99	–	–	–	–	13	49	70	17	93	30	14	50	113	116	51	27	–	72	132	6	3	–	–
Nonmanufacturing	2,499	5.73	5.96	4.05– 6.46	39	287	409	282	122	118	618	104	289	18	51	85	11	1	7	–	38	–	8	11	1	–	–

See footnotes at end of tables.

Table A-6. Average hourly earnings of maintenance, toolroom, powerplant, material movement, and custodial workers, by sex, in Cleveland, OH, September 1985

Sex,[1] occupation, and industry division	Number of workers	Average (mean[2]) hourly earnings (in dollars)[3]
Maintenance, toolroom, and powerplant occupations - men		
Maintenance carpenters	139	13.63
Manufacturing	97	13.13
Maintenance electricians	1,345	13.93
Manufacturing	1,203	13.91
Nonmanufacturing	142	14.12
Maintenance painters	93	14.04
Manufacturing	63	13.98
Maintenance machinists	278	12.67
Manufacturing	276	12.66
Maintenance mechanics (machinery)	2,038	13.41
Manufacturing	1,888	13.38
Maintenance pipefitters	460	14.57
Manufacturing	460	14.57
Millwrights	701	14.86
Manufacturing	701	14.86
Motor vehicle mechanics	944	12.74
Manufacturing	197	13.94
Nonmanufacturing	747	12.42
Transportation and utilities	232	13.17
Maintenance workers (general)	582	9.08
Manufacturing	334	9.35
Nonmanufacturing	248	8.73
Maintenance trades helpers	92	10.95
Machine-tool operators (toolroom)	288	13.79
Manufacturing	288	13.79
Tool and die makers	942	13.76
Manufacturing	942	13.76
Stationary engineers	150	13.05
Manufacturing	93	13.51
Material movement and custodial occupations - men		
Truckdrivers	1,554	11.68
Manufacturing	156	10.98
Nonmanufacturing	1,398	11.75
Truckdrivers, medium truck	641	12.33
Nonmanufacturing	606	12.51
Truckdrivers, tractor-trailer	365	13.78
Manufacturing	62	12.64
Nonmanufacturing	303	14.01
Shippers	108	9.37
Manufacturing	80	10.07
Receivers	207	8.40
Manufacturing	103	9.69
Shippers and receivers	466	8.92
Manufacturing	302	8.80
Warehousemen:		
Manufacturing	577	8.78
Order fillers	466	9.32
Shipping packers	238	9.03
Manufacturing	167	8.76
Material handling laborers	998	9.47
Manufacturing	650	10.33
Nonmanufacturing	348	7.88
Forklift operators	1,252	11.19
Manufacturing	1,012	11.30
Nonmanufacturing	240	10.70
Power-truck operators (other than forklift)	130	12.38
Manufacturing	115	12.35
Guards	3,078	5.02
Manufacturing	388	10.21
Nonmanufacturing	2,690	4.27
Guards I	2,591	4.85
Manufacturing	302	10.10
Nonmanufacturing	2,389	4.19
Guards II	387	6.16
Nonmanufacturing	301	4.91
Janitors, porters, and cleaners:		
Manufacturing	639	9.75
Material movement and custodial occupations - women		
Warehousemen:		
Manufacturing	123	8.05
Order fillers:		
Manufacturing	68	5.61
Shipping packers	453	8.51
Manufacturing	418	8.49
Janitors, porters, and cleaners:		
Manufacturing	198	8.03

See footnotes at end of tables.

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Table A-7. Indexes of earnings and percent increases for selected occupational groups, Cleveland, OH, selected periods

Period[a]	All industries					Manufacturing					Nonmanufacturing			
	Office clerical	Electronic data processing	Industrial nurses	Skilled maintenance	Unskilled plant	Office clerical	Electronic data processing	Industrial nurses	Skilled maintenance	Unskilled plant	Office clerical	Electronic data processing	Industrial nurses	Unskilled plant
Indexes (September 1977 = 100):														
September 1984	166.7	166.2	170.6	159.6	165.0	173.5	168.3	167.9	158.8	170.6	161.5	163.9	(*)	160.3
September 1985	173.5	172.8	177.1	167.1	167.3	180.3	173.7	173.6	166.3	177.8	168.3	171.8	(*)	158.2
Percent increases:														
September 1972 to September 1973	5.6	(*)	7.5	7.3	7.5	5.5	(*)	7.3	7.2	7.8	5.6	(*)	(*)	6.9
September 1973 to September 1974	8.8	8.7	10.4	10.2	10.1	8.5	8.4	10.7	10.5	10.6	9.1	8.6	(*)	9.5
September 1974 to September 1975	8.0	8.4	8.9	8.1	8.9	8.3	7.8	9.2	8.3	8.6	7.7	8.7	(*)	9.4
September 1975 to September 1976	7.1	6.8	8.0	6.8	6.9	7.7	7.9	8.3	6.5	7.7	6.6	5.8	(*)	6.0
September 1976 to September 1977	7.5	8.7	8.1	12.1	9.0	7.0	6.5	8.2	12.8	10.9	8.0	10.5	(*)	(*)
September 1977 to September 1978	7.6	7.5	8.2	7.5	8.3	7.8	7.1	8.0	7.5	8.5	7.3	7.9	(*)	8.4
September 1978 to September 1979	8.5	8.4	10.5	10.8	10.1	8.5	8.3	11.0	11.1	11.1	8.4	8.4	(*)	8.7
September 1979 to September 1980	12.1	10.4	12.2	11.6	12.2	12.0	11.2	12.2	11.5	13.2	8.7	9.6	(*)	11.2
September 1980 to September 1981	9.8	8.6	9.0	9.3	9.5	11.0	9.5	10.2	9.0	9.3	8.9	8.2	(*)	9.6
September 1981 to September 1982	7.5	7.9	8.1	4.4	3.4	8.3	7.9	5.9	4.4	5.6	6.9	7.9	(*)	7.1
September 1982 to September 1983	5.1	5.3	4.0	1.2	0.2	4.7	4.4	2.8	0.8	4.3	5.4	5.9	(*)	2.6
September 1983 to September 1984	4.6	4.5	3.7	4.0	2.6	5.2	5.7	4.1	4.0	3.9	4.2	3.4	(*)	1.6
September 1984 to September 1985	4.1	4.0	3.8	4.7	1.4	3.9	3.2	3.4	4.7	4.2	4.2	4.8	(*)	-1.3

See footnotes at end of tables.

Table A-8. Pay relationships in establishments with paired office clerical occupations, Cleveland, OH, September 1985

Occupation for which earnings are compared	Occupation for which average earnings equal 100																						
	Secretaries					Stenographers		Typists		File clerks	Messengers	Receptionists	Switchboard operators	Switchboard operator-receptionists	Order clerks		Accounting clerks				Payroll clerks	Key entry operators	
	I	II	III	IV	V	I	II	I	II	I					I	II	I	II	III	IV		I	II
Secretaries I	**100**	88	86	74	66	123	113	127	121	(*)	160	114	113	98	102	(*)	(*)	113	116	98	102	119	103
Secretaries II	113	**100**	87	79	72	124	(*)	133	117	131	133	109	113	124	(*)	104	127	115	10[illegible]	88	98	117	101
Secretaries III	116	115	**100**	85	74	137	115	138	126	154	150	120	125	129	117	116	139	128	114	99	110	135	116
Secretaries IV	136	127	117	**100**	84	139	122	150	138	158	165	139	148	140	132	122	146	146	131	114	133	149	136
Secretaries V	152	139	135	118	**100**	(*)	(*)	168	156	(*)	184	149	170	167	172	(*)	172	164	152	127	146	164	150
Stenographers I	81	81	73	72	(*)	**100**	90	110	99	(*)	117	(*)	97	(*)	(*)	(*)	108	98	93	68	92	104	85
Stenographers II	89	(*)	87	82	(*)	111	**100**	113	(*)	(*)	(*)	(*)	103	(*)	95	(*)	(*)	99	100	80	96	(*)	105
Typists I	79	75	72	67	59	91	89	**100**	91	112	111	81	98	94	97	(*)	99	90	86	71	86	101	81
Typists II	83	85	80	73	64	101	(*)	110	**100**	(*)	115	90	101	111	(*)	(*)	104	96	88	74	89	97	86
File clerks I	(*)	76	65	63	(*)	(*)	(*)	89	(*)	**100**	(*)	(*)	90	97	82	(*)	(*)	87	76	(*)	67	(*)	78
Messengers	62	75	66	61	54	86	(*)	90	87	(*)	**100**	80	86	(*)	(*)	(*)	95	86	80	59	77	89	76
Receptionists	88	92	83	72	67	(*)	(*)	123	111	(*)	124	**100**	98	(*)	(*)	(*)	120	99	95	(*)	97	85	97
Switchboard operators	89	89	80	67	59	103	97	102	99	111	116	102	**100**	(*)	96	(*)	102	98	89	85	85	93	94
Switchboard operator-receptionists	102	81	78	72	60	(*)	(*)	106	90	103	(*)	(*)	(*)	**100**	77	85	118	100	94	80	91	103	99
Order clerks I	98	(*)	86	76	58	(*)	106	103	(*)	123	(*)	(*)	104	130	**100**	91	(*)	114	102	100	104	128	95
Order clerks II	(*)	96	86	82	(*)	(*)	(*)	(*)	(*)	(*)	(*)	(*)	(*)	118	110	**100**	(*)	118	98	94	112	122	98
Accounting clerks I	(*)	79	72	69	58	92	(*)	101	96	(*)	106	83	98	84	(*)	(*)	**100**	90	85	71	86	96	80
Accounting clerks II	88	87	78	68	61	103	101	111	104	114	116	101	102	100	88	85	111	**100**	89	75	91	105	92
Accounting clerks III	96	99	88	76	66	107	100	117	114	132	124	105	112	106	98	102	117	113	**100**	82	99	117	102
Accounting clerks IV	102	114	101	88	78	147	125	141	136	(*)	170	(*)	118	125	100	107	142	133	122	**100**	113	121	118
Payroll clerks	98	102	91	75	68	109	104	116	112	150	130	103	117	110	97	89	116	110	101	89	**100**	108	101
Key entry operators I	84	86	74	67	61	96	(*)	99	103	(*)	112	116	107	97	78	82	104	95	85	82	93	**100**	82
Key entry operators II	97	99	86	74	67	117	95	123	116	129	132	103	107	101	105	102	124	108	98	85	99	122	**100**

NOTE: This matrix table shows the average (mean) relationship of earnings in establishments between any two occupations compared. Earnings for an occupation in the table stub are expressed as a percent of the earnings for an occupation in the column heading at the point where the data lines for the two intersect. For example, reading across the Secretaries II row, the 113 in the Secretaries I column indicates that Secretaries II average 113 percent of (or 13 percent more than) the earnings of Secretaries I.

See appendix A for method of computation.

Also see footnotes at end of tables.

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Table A-9. Pay relationships in establishments with paired professional and technical occupations, Cleveland, OH, September 1985

Occupation for which earnings are compared	Occupation for which average earnings equal 100																	
	Computer systems analysts (business)			Computer programmers (business)			Computer operators			Computer data librarians	Drafters				Electronics technicians			Registered industrial nurses
	I	II	III	I	II	III	I	II	III		II	III	IV	V	I	II	III	
Computer systems analysts (business) I	**100**	84	72	127	101	87	181	139	116	158	(*)	117	105	(*)	(*)	(*)	(*)	106
Computer systems analysts (business) II	119	**100**	84	162	129	109	201	161	137	181	(*)	147	137	115	(*)	135	120	134
Computer systems analysts (business) III	139	118	**100**	180	146	127	231	193	165	227	194	178	160	138	191	177	139	152
Computer programmers (business) I	79	62	56	**100**	74	66	139	112	87	120	(*)	86	83	(*)	(*)	83	(*)	87
Computer programmers (business) II	99	78	69	134	**100**	83	196	143	120	160	144	142	112	95	132	105	91	107
Computer programmers (business) III	115	92	79	152	121	**100**	224	165	134	174	(*)	143	120	108	(*)	128	106	126
Computer operators I	55	50	43	72	51	45	**100**	83	68	94	(*)	85	65	(*)	(*)	(*)	(*)	70
Computer operators II	72	62	52	90	70	61	121	**100**	81	106	106	93	90	71	90	95	66	88
Computer operators III	86	73	61	115	83	75	148	123	**100**	134	122	115	99	92	120	105	83	98
Computer data librarians	63	55	44	83	62	58	106	94	75	**100**	(*)	(*)	(*)	(*)	(*)	(*)	(*)	79
Drafters II	(*)	(*)	52	(*)	70	(*)	(*)	94	82	(*)	**100**	82	71	59	(*)	(*)	(*)	76
Drafters III	85	68	56	116	71	70	117	108	87	(*)	121	**100**	81	68	(*)	103	75	92
Drafters IV	95	73	62	120	89	83	153	111	101	(*)	141	123	**100**	86	122	113	92	92
Drafters V	(*)	87	73	(*)	105	93	(*)	142	122	(*)	169	146	116	**100**	(*)	119	101	113
Electronics technicians I	(*)	(*)	52	(*)	76	(*)	(*)	111	83	(*)	(*)	(*)	82	(*)	**100**	86	73	80
Electronics technicians II	(*)	74	57	121	95	78	(*)	106	90	(*)	(*)	97	89	84	116	**100**	82	92
Electronics technicians III	(*)	83	72	(*)	110	94	(*)	151	120	(*)	(*)	133	108	99	137	122	**100**	105
Registered industrial nurses	94	75	66	115	94	79	143	113	102	126	131	109	109	88	125	108	95	**100**

See table A-8 for description of these pay relationships and appendix A for method of computation.
Also see footnotes at end of tables.

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Table A-10. Pay relationships in establishments with paired maintenance, toolroom, and powerplant occupations, Cleveland, OH, September 1985

Occupation for which earnings are compared	Occupation for which average earnings equal 100												
	Carpenters	Electricians	Painters	Machinists	Maintenance mechanics (machinery)	Pipefitters	Millwrights	Motor vehicle mechanics	Maintenance workers (general)	Trades helpers	Machine-tool operators (toolroom)	Tool and die makers	Stationary engineers
Maintenance carpenters	100	96	108	97	96	99	99	101	152	115	99	97	107
Maintenance electricians	102	100	103	106	100	101	101	103	117	119	102	98	101
Maintenance painters	93	97	100	97	97	98	99	99	(*)	(*)	99	97	102
Maintenance machinists	103	94	103	100	94	93	88	96	(*)	123	92	93	103
Maintenance mechanics (machinery)	102	100	103	106	100	102	101	103	121	123	101	97	101
Maintenance pipefitters	101	99	102	106	98	100	100	101	(*)	(*)	100	98	99
Millwrights	101	99	101	113	99	100	100	101	(*)	(*)	100	98	100
Motor vehicle mechanics	99	97	101	104	98	99	99	100	120	(*)	99	98	99
Maintenance workers (general)	66	86	(*)	(*)	83	(*)	(*)	83	100	(*)	(*)	73	77
Maintenance trades helpers	87	84	(*)	81	81	(*)	(*)	(*)	(*)	100	(*)	(*)	(*)
Machine-tool operators (toolroom)	102	98	101	109	99	100	100	101	(*)	(*)	100	98	101
Tool and die makers	103	102	103	108	103	102	102	102	138	(*)	102	100	102
Stationary engineers	94	99	98	97	99	101	100	101	130	(*)	99	98	100

See table A-8 for description of these pay relationships and appendix A for method of computation.
Also see footnotes at end of tables.

Table A-11. Pay relationships in establishments with paired material movement and custodial occupations, Cleveland, OH, September 1985

Occupation for which earnings are compared	Occupation for which average earnings equal 100													
	Truckdrivers			Shippers	Receivers	Shippers and receivers	Warehouse-men	Order fillers	Shipping packers	Material handling laborers	Forklift operators	Power-truck operators (other than forklift)	Guards		Janitors, porters, and cleaners
	Light truck	Medium truck	Tractor-trailer										I	II	
Truckdrivers, light truck	100	82	(*)	(*)	(*)	(*)	99	(*)	(*)	110	93	(*)	125	120	114
Truckdrivers, medium truck	121	100	(*)	99	111	84	(*)	101	(*)	114	(*)	99	138	(*)	113
Truckdrivers, tractor-trailer	(*)	(*)	100	111	111	(*)	(*)	(*)	116	114	106	109	139	(*)	124
Shippers	(*)	101	90	100	112	(*)	104	124	103	106	99	101	113	(*)	107
Receivers	(*)	90	90	90	100	(*)	(*)	116	102	102	99	100	111	(*)	109
Shippers and receivers	(*)	119	(*)	(*)	(*)	100	107	(*)	112	117	101	(*)	117	(*)	131
Warehousemen	101	(*)	(*)	96	(*)	93	100	104	(*)	102	97	(*)	111	(*)	118
Order fillers	(*)	99	(*)	81	86	(*)	96	100	(*)	100	(*)	(*)	(*)	(*)	106
Shipping packers	(*)	(*)	86	97	98	89	(*)	(*)	100	98	95	99	94	(*)	104
Material handling laborers	91	87	88	95	99	86	98	100	102	100	97	(*)	109	103	108
Forklift operators	107	(*)	94	101	101	99	103	(*)	105	103	100	103	104	99	110
Power-truck operators (other than forklift)	(*)	101	92	99	100	(*)	(*)	(*)	101	(*)	97	100	100	(*)	105
Guards I	90	72	72	89	90	85	90	(*)	106	92	96	100	100	(*)	102
Guards II	84	(*)	(*)	(*)	(*)	(*)	(*)	(*)	(*)	97	101	(*)	(*)	100	106
Janitors, porters, and cleaners	88	88	81	93	92	77	85	94	97	93	91	95	96	94	100

See table A-8 for description of these pay relationships and appendix A for method of computation.
Also see footnotes at end of tables.

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Table A-12. Weekly earnings of office workers in establishments employing 500 workers or more in Cleveland, OH, September 1985

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings (in dollars)[2]			Number of workers receiving straight-time weekly earnings (in dollars) of —																			
			Mean[2]	Median[2]	Middle range[2]	Under 180	180 and under 200	200 – 220	220 – 240	240 – 260	260 – 280	280 – 300	300 – 320	320 – 340	340 – 360	360 – 380	380 – 400	400 – 420	420 – 440	440 – 460	460 – 500	500 – 540	540 – 580	580 – 620	620 – 660	660 and over
Secretaries	2,493	39.5	358.00	351.00	312.00– 417.50	–	1	9	19	73	162	208	265	301	296	240	139	170	134	150	177	83	39	10	8	7
Manufacturing	1,658	39.5	362.00	364.50	325.00– 431.50	–	–	–	1	12	73	102	183	192	221	176	85	131	109	119	131	67	31	10	8	7
Nonmanufacturing	835	39.5	340.50	327.00	285.00– 382.50	–	1	9	18	61	89	106	82	109	77	64	54	39	25	31	46	16	8	–	–	–
Secretaries I	297	39.5	357.50	345.00	280.00– 432.50	–	1	8	13	28	24	35	28	9	7	5	3	28	42	23	43	–	–	–	–	–
Manufacturing	152	39.5	398.50	422.00	332.50– 445.50	–	–	–	–	2	6	10	15	5	5	4	1	26	50	21	17	–	–	–	–	–
Nonmanufacturing	145	40.0	315.00	285.50	254.00– 352.50	–	1	8	13	26	18	25	13	4	2	1	2	2	2	2	26	–	–	–	–	–
Secretaries II	588	39.0	320.00	318.50	290.00– 346.00	–	–	1	4	24	72	89	110	113	69	71	22	10	3	–	–	–	–	–	–	–
Manufacturing	433	39.0	328.50	331.00	300.00– 353.50	–	–	–	–	1	48	53	84	89	62	63	21	9	3	–	–	–	–	–	–	–
Nonmanufacturing	155	38.5	296.50	289.00	267.00– 325.50	–	–	1	4	23	24	36	26	24	7	8	1	1	–	–	–	–	–	–	–	–
Secretaries III	951	39.5	365.00	348.00	318.50– 403.00	–	–	–	2	18	66	74	91	136	155	109	53	53	42	54	51	22	19	2	4	–
Manufacturing	686	39.5	378.00	360.00	325.50– 423.00	–	–	–	1	9	19	38	70	92	110	84	38	47	39	52	48	20	13	2	4	–
Nonmanufacturing	265	39.5	331.50	325.00	288.00– 354.50	–	–	–	1	9	47	36	21	44	45	25	15	6	3	2	3	2	6	–	–	–
Secretaries IV	530	39.5	411.50	404.00	356.50– 459.50	–	–	–	–	3	–	9	31	39	62	49	54	62	30	60	65	45	15	3	2	1
Manufacturing	300	39.5	432.50	427.00	374.50– 484.50	–	–	–	–	–	–	–	11	6	43	21	21	39	15	41	50	33	14	3	2	1
Nonmanufacturing	230	39.5	385.00	380.00	333.00– 422.50	–	–	–	–	3	–	9	20	33	19	28	33	23	15	19	15	12	1	–	–	–
Secretaries V	123	39.5	458.50	443.50	407.00– 507.00	–	–	–	–	–	–	1	5	3	4	5	7	16	17	13	18	16	5	5	2	6
Manufacturing	87	40.0	477.00	470.50	419.50– 508.00	–	–	–	–	–	–	1	3	–	1	4	4	10	12	5	16	14	4	5	2	6
Stenographers	245	40.0	366.50	376.50	292.00– 434.00	–	–	–	6	7	25	28	18	15	11	13	16	15	67	9	15	–	–	–	–	–
Manufacturing	105	40.0	308.00	290.50	269.00– 334.00	–	–	–	5	5	24	25	15	5	3	8	5	8	2	–	–	–	–	–	–	–
Nonmanufacturing	140	40.0	410.00	434.00	383.00– 434.00	–	–	–	–	2	1	3	3	10	8	5	11	7	65	9	15	–	–	–	–	–
Transportation and utilities	138	40.0	412.50	434.00	387.50– 434.00	–	–	–	–	1	1	3	3	10	8	5	11	7	65	9	15	–	–	–	–	–
Stenographers I	120	40.0	329.50	297.50	269.00– 376.50	–	–	–	6	7	25	22	9	10	7	5	5	3	9	–	12	–	–	–	–	–
Nonmanufacturing:																										
Transportation and utilities	40	40.0	402.50	403.50	337.50– 498.50	–	–	–	–	1	1	–	2	6	6	1	3	1	7	–	12	–	–	–	–	–
Stenographers II	125	40.0	401.50	434.00	372.00– 434.00	–	–	–	–	–	–	6	9	5	4	8	11	12	58	9	3	–	–	–	–	–
Nonmanufacturing:																										
Transportation and utilities	98	40.0	417.00	434.00	413.00– 434.00	–	–	–	–	–	–	3	1	4	2	4	8	6	58	9	3	–	–	–	–	–
Typists	805	40.0	298.50	269.00	227.00– 423.00	1	97	66	95	115	64	65	40	17	18	6	17	–	204	–	–	–	–	–	–	–
Manufacturing	133	40.0	271.50	259.00	237.00– 303.50	–	–	16	19	33	12	18	18	7	3	2	3	–	2	–	–	–	–	–	–	–
Nonmanufacturing	672	40.0	304.00	269.00	225.50– 423.00	1	97	50	76	82	52	47	22	10	15	4	14	–	202	–	–	–	–	–	–	–
Typists I	217	40.0	298.50	266.00	234.00– 423.00	–	4	29	34	36	24	13	5	6	1	2	7	–	56	–	–	–	–	–	–	–
Manufacturing	57	40.0	255.50	245.50	218.50– 265.00	–	–	15	9	15	7	3	3	–	–	2	3	–	–	–	–	–	–	–	–	–
Nonmanufacturing	160	40.0	314.00	275.50	234.50– 423.00	–	4	14	25	21	17	10	2	6	1	–	4	–	56	–	–	–	–	–	–	–
Typists II	588	40.0	299.00	270.00	224.50– 424.50	1	93	37	61	79	40	52	35	11	17	4	10	–	148	–	–	–	–	–	–	–
Manufacturing	76	40.0	283.50	288.50	244.50– 309.50	–	–	1	10	18	5	15	15	7	3	–	–	–	2	–	–	–	–	–	–	–
Nonmanufacturing	512	40.0	301.00	259.00	219.00– 434.00	1	93	36	51	61	35	37	20	4	14	4	10	–	146	–	–	–	–	–	–	–
Messengers	144	39.5	251.50	232.00	195.00– 274.00	9	31	14	34	15	10	5	2	–	2	–	–	22	–	–	–	–	–	–	–	–
Nonmanufacturing	104	39.5	254.00	222.50	187.50– 284.00	8	26	13	20	8	2	4	1	–	–	–	–	22	–	–	–	–	–	–	–	–
Switchboard operators	124	39.5	290.50	287.00	231.00– 332.00	5	19	5	10	10	11	8	16	11	2	3	6	2	15	–	1	–	–	–	–	–
Manufacturing	52	39.5	304.00	297.50	261.00– 332.00	–	–	–	4	8	9	5	9	7	1	2	5	1	–	–	1	–	–	–	–	–
Nonmanufacturing	72	39.5	281.50	248.50	194.50– 360.50	5	19	5	6	2	2	3	7	4	1	1	1	1	15	–	–	–	–	–	–	–
Transportation and utilities	26	40.0	393.00	423.50	335.00– 434.00	–	–	–	–	–	–	–	3	4	1	1	1	1	15	–	–	–	–	–	–	–
Order clerks	140	39.5	339.00	316.50	260.00– 434.00	2	3	8	4	15	17	10	12	–	8	–	4	11	41	–	5	–	–	–	–	–
Manufacturing	102	39.5	313.00	286.50	257.00– 399.00	–	3	6	4	15	17	10	12	–	8	–	4	11	7	–	5	–	–	–	–	–

See footnotes at end of tables.

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Table A-12. Weekly earnings of office workers in establishments employing 500 workers or more in Cleveland, OH, September 1985 —Continued

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings (in dollars)[2]			Number of workers receiving straight-time weekly earnings (in dollars) of —																		
			Mean[3]	Median[3]	Middle range[3]	Under 180	180 and under 200	200 – 220	220 – 240	240 – 260	260 – 280	280 – 300	300 – 320	320 – 340	340 – 360	360 – 380	380 – 400	400 – 420	420 – 440	440 – 460	460 – 500	500 – 540	540 – 580	580 – 620	620 – 660	660 and over
Order clerks I	101	40.0	323.00	294.00	255.00– 434.00	2	3	8	4	13	15	6	9	–	4	–	–	3	34	–	–	–	–	–	–	–
Manufacturing	63	40.0	272.00	263.00	249.00– 304.00	–	3	6	4	13	15	6	9	–	4	–	–	3	–	–	–	–	–	–	–	–
Accounting clerks	1,492	39.5	326.00	311.50	256.00– 400.00	12	29	98	123	140	132	126	140	92	98	68	58	51	154	109	28	11	23	–	–	–
Manufacturing	717	39.5	330.00	321.00	281.50– 366.00	–	6	10	30	42	87	83	97	74	77	51	46	41	38	10	17	8	2	–	–	–
Nonmanufacturing	775	39.5	322.50	295.50	236.00– 423.00	12	23	88	93	98	45	43	43	18	21	17	12	10	118	99	11	3	21	–	–	–
Accounting clerks I	173	40.0	327.50	309.50	244.50– 423.00	–	7	21	15	15	20	7	5	3	2	–	2	–	76	–	–	–	–	–	–	–
Accounting clerks II	502	39.5	294.00	283.50	238.00– 329.00	4	6	54	68	48	57	57	72	26	23	16	13	12	44	1	1	–	–	–	–	–
Manufacturing	255	39.5	302.50	298.00	270.00– 327.00	–	1	2	11	25	51	39	57	24	18	9	8	5	3	1	1	–	–	–	–	–
Nonmanufacturing	247	39.5	284.50	246.50	220.00– 355.50	4	5	52	57	23	6	18	15	2	5	7	5	7	41	–	–	–	–	–	–	–
Accounting clerks III	607	39.5	328.50	314.00	257.00– 401.50	8	16	23	40	73	45	58	54	37	35	23	41	17	21	105	9	2	–	–	–	–
Manufacturing	282	39.5	338.50	336.00	290.00– 391.00	–	5	6	10	11	20	38	29	28	29	18	36	15	20	8	7	2	–	–	–	–
Nonmanufacturing	325	39.5	320.00	295.50	244.00– 445.00	8	11	17	30	62	25	20	25	9	6	5	5	2	1	97	2	–	–	–	–	–
Accounting clerks IV	168	39.0	402.00	364.50	334.00– 468.00	–	–	–	–	4	6	4	9	26	28	15	2	12	9	3	18	9	23	–	–	–
Manufacturing	96	38.5	388.00	362.50	338.00– 430.50	–	–	–	–	–	–	–	7	19	20	10	2	11	9	1	9	6	2	–	–	–
Nonmanufacturing	72	40.0	421.50	391.00	325.50– 559.50	–	–	–	–	4	6	4	2	7	8	5	–	1	–	2	9	3	21	–	–	–
Payroll clerks	229	39.0	324.00	311.50	274.50– 377.00	2	5	11	18	14	8	36	38	14	20	6	21	7	5	15	3	1	5	–	–	–
Manufacturing	141	39.0	332.00	316.00	289.50– 384.00	–	–	6	6	4	4	26	34	10	10	2	20	7	5	2	2	–	3	–	–	–
Nonmanufacturing	88	39.0	311.00	298.00	235.00– 360.50	2	5	5	12	10	4	10	4	4	10	4	1	–	–	13	1	1	2	–	–	–
Key entry operators	451	39.5	299.00	279.00	244.00– 330.00	–	13	34	40	81	59	49	46	25	17	14	14	11	21	3	20	–	2	2	–	–
Manufacturing	173	39.5	306.50	295.50	262.00– 325.00	–	3	2	7	24	36	28	24	11	7	9	8	4	2	1	3	–	2	2	–	–
Nonmanufacturing	278	39.5	294.00	266.00	236.00– 333.50	–	10	32	33	57	23	21	22	14	10	5	6	7	19	2	17	–	–	–	–	–
Transportation and utilities	73	40.0	401.00	423.00	365.00– 443.00	–	–	–	–	1	2	2	5	3	5	4	6	7	19	2	17	–	–	–	–	–
Key entry operators I	169	40.0	286.50	260.00	230.00– 326.50	–	12	19	21	32	21	9	9	5	4	5	11	3	16	1	1	–	–	–	–	–
Manufacturing	59	40.0	298.00	277.00	259.50– 326.50	–	3	1	2	9	16	6	4	4	3	3	5	1	2	–	–	–	–	–	–	–
Nonmanufacturing	110	40.0	280.50	249.00	220.00– 334.50	–	9	18	19	23	5	3	5	1	1	2	6	2	14	1	1	–	–	–	–	–
Key entry operators II	282	39.5	306.00	289.50	253.00– 330.00	–	1	15	19	49	38	40	37	20	13	9	3	8	5	2	19	–	2	2	–	–
Manufacturing	114	39.5	311.00	297.50	264.00– 325.00	–	–	1	5	15	20	22	20	7	4	6	3	3	–	1	3	–	2	2	–	–
Nonmanufacturing	168	39.5	302.50	282.00	243.00– 333.00	–	1	14	14	34	18	18	17	13	9	3	–	5	5	1	16	–	–	–	–	–

See footnotes at end of tables.

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Table A-13. Weekly earnings of professional and technical workers in establishments employing 500 workers or more in Cleveland, OH, September 1985

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings (in dollars)[2]			Number of workers receiving straight-time weekly earnings (in dollars) of —																				
			Mean[3]	Median[3]	Middle range[3]	200 and under 220	220 – 240	240 – 260	260 – 280	280 – 300	300 – 320	320 – 340	340 – 360	360 – 380	380 – 400	400 – 440	440 – 480	480 – 520	520 – 560	560 – 600	600 – 640	640 – 680	680 – 760	760 – 840	840 – 920	920 – 1000
Computer systems analysts																										
(business)	613	39.5	635.50	624.00	553.00– 714.00	–	–	–	–	–	–	–	1	1	–	16	28	59	62	86	81	65	131	54	24	5
Manufacturing	356	39.5	651.00	645.50	568.50– 731.00	–	–	–	–	–	–	–	–	–	–	5	8	32	36	45	46	37	91	40	13	3
Nonmanufacturing	257	39.0	613.50	600.50	525.00– 685.50	–	–	–	–	–	–	–	1	1	–	11	20	27	26	41	35	28	40	14	11	2
Computer systems analysts																										
(business) I	67	39.0	506.00	496.50	463.00– 536.00	–	–	–	–	–	–	–	1	1	–	9	12	22	10	5	3	–	4	–	–	–
Computer systems analysts																										
(business) II	237	39.5	598.50	595.00	557.00– 649.00	–	–	–	–	–	–	–	–	–	–	7	10	17	31	64	44	30	27	7	–	–
Manufacturing	141	39.5	613.00	604.50	567.50– 664.50	–	–	–	–	–	–	–	–	–	–	5	2	6	17	37	26	19	24	5	–	–
Nonmanufacturing	96	40.0	576.50	580.50	523.50– 624.00	–	–	–	–	–	–	–	–	–	–	2	8	11	14	27	18	11	3	2	–	–
Computer systems analysts																										
(business) III	280	39.5	687.50	700.50	616.50– 754.00	–	–	–	–	–	–	–	–	–	–	–	6	20	18	17	29	31	94	44	17	4
Manufacturing	192	40.0	689.50	707.50	614.00– 761.00	–	–	–	–	–	–	–	–	–	–	–	6	18	12	6	18	18	63	35	13	3
Nonmanufacturing	88	39.5	682.50	684.50	624.00– 745.50	–	–	–	–	–	–	–	–	–	–	–	–	2	6	11	11	13	31	9	4	1
Computer programmers (business)	445	39.5	500.00	492.00	438.50– 569.00	–	–	1	8	11	1	6	9	8	15	53	84	60	66	50	42	23	7	1	–	–
Manufacturing	190	40.0	504.00	493.50	451.00– 558.00	–	–	–	–	–	–	6	6	–	4	23	42	31	35	15	20	5	2	1	–	–
Nonmanufacturing	255	39.5	497.00	492.00	425.50– 577.00	–	–	1	8	11	1	–	3	8	11	30	42	29	31	35	22	18	5	–	–	–
Computer programmers																										
(business) I	94	39.5	381.50	387.00	323.00– 431.50	–	–	1	8	11	1	6	9	4	12	21	17	1	2	1	–	–	–	–	–	–
Nonmanufacturing	64	39.5	374.50	384.50	299.50– 423.00	–	–	1	8	11	1	–	3	4	11	14	7	1	2	1	–	–	–	–	–	–
Computer programmers																										
(business) II	185	39.5	501.00	482.00	451.00– 551.00	–	–	–	–	–	–	–	–	1	3	30	53	34	24	21	14	5	–	–	–	–
Manufacturing	71	40.0	483.50	476.00	438.50– 508.00	–	–	–	–	–	–	–	–	–	3	15	21	17	7	5	3	–	–	–	–	–
Nonmanufacturing	114	39.5	512.00	496.50	451.00– 565.50	–	–	–	–	–	–	–	–	1	–	15	32	17	17	16	11	5	–	–	–	–
Computer programmers																										
(business) III	166	39.5	565.00	559.00	519.50– 618.50	–	–	–	–	–	–	–	–	3	–	2	14	25	40	28	28	18	7	1	–	–
Manufacturing	89	40.0	556.00	555.50	513.00– 605.00	–	–	–	–	–	–	–	–	–	–	1	11	14	28	10	17	5	2	1	–	–
Nonmanufacturing	77	39.5	576.00	577.00	529.50– 630.00	–	–	–	–	–	–	–	–	3	–	1	3	11	12	18	11	13	5	–	–	–
Computer operators	461	39.5	385.00	381.00	319.00– 448.50	9	4	15	31	28	30	33	37	41	38	60	88	22	4	8	3	10	–	–	–	–
Manufacturing	238	39.5	413.50	401.00	350.50– 461.50	–	–	4	5	5	9	26	30	17	21	42	37	20	3	6	3	10	–	–	–	–
Nonmanufacturing	223	39.5	355.00	361.50	281.00– 440.00	9	4	11	26	23	21	7	7	24	17	18	51	2	1	2	–	–	–	–	–	–
Computer operators I	73	40.0	295.50	269.00	249.50– 314.50	9	4	12	15	5	11	6	3	3	1	1	–	–	–	2	1	–	–	–	–	–
Nonmanufacturing	58	39.5	274.00	269.00	249.50– 305.50	9	4	9	15	5	10	2	–	3	1	–	–	–	–	–	–	–	–	–	–	–
Computer operators II	250	39.5	388.50	379.50	325.50– 448.50	–	–	3	16	21	16	26	25	20	20	25	60	3	–	4	2	9	–	–	–	–
Manufacturing	131	39.5	397.00	367.50	335.00– 435.50	–	–	1	5	5	7	22	23	9	12	15	17	2	–	2	2	9	–	–	–	–
Nonmanufacturing	119	39.5	379.00	390.00	300.00– 448.50	–	–	2	11	16	9	4	2	11	8	10	43	1	–	2	–	–	–	–	–	–
Computer operators III	138	39.5	427.00	427.00	381.00– 468.00	–	–	–	–	2	3	1	9	18	17	34	28	19	4	2	–	1	–	–	–	–
Manufacturing	92	40.0	442.50	433.50	403.00– 485.50	–	–	–	–	–	1	–	4	8	9	26	20	18	3	2	–	1	–	–	–	–
Drafters	381	40.0	458.50	457.50	396.50– 532.00	–	–	–	5	9	13	14	14	19	22	33	111	32	50	47	12	–	–	–	–	–
Manufacturing	291	40.0	461.50	459.50	394.50– 532.00	–	–	–	5	9	10	11	11	18	21	31	42	29	49	44	11	–	–	–	–	–
Drafters III	66	40.0	365.50	355.50	311.50– 409.00	–	–	–	5	8	7	7	10	6	2	6	10	5	–	–	–	–	–	–	–	–
Manufacturing	55	40.0	367.00	357.00	311.50– 450.00	–	–	–	5	8	4	4	10	5	1	4	9	5	–	–	–	–	–	–	–	–
Drafters IV	208	40.0	466.50	457.50	427.50– 532.00	–	–	–	–	–	1	6	3	13	17	15	85	11	29	27	1	–	–	–	–	–
Manufacturing	130	40.0	468.50	459.00	396.50– 532.00	–	–	–	–	–	1	6	–	13	17	15	18	8	28	24	–	–	–	–	–	–

See footnotes at end of tables.

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Table A-13. Weekly earnings of professional and technical workers in establishments employing 500 workers or more in Cleveland, OH, September 1985 —Continued

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings (in dollars)[2]			Number of workers receiving straight-time weekly earnings (in dollars) of —																			
			Mean[2]	Median[2]	Middle range[2]	200 and under 220	220 – 240	240 – 260	260 – 280	280 – 300	300 – 320	320 – 340	340 – 360	360 – 380	380 – 400	400 – 440	440 – 480	480 – 520	520 – 560	560 – 600	600 – 640	640 – 680	680 – 760	760 – 840	840 – 920	920 – 1000
Drafters V	98	40.0	517.00	524.00	470.00– 570.50	–	–	–	–	–	–	–	–	–	3	12	15	16	21	20	11	–	–	–	–	–
Manufacturing	98	40.0	517.00	524.00	470.00– 570.50	–	–	–	–	–	–	–	–	–	3	12	15	16	21	20	11	–	–	–	–	–
Electronics technicians	275	40.0	444.50	450.00	378.50– 504.00	–	–	1	3	6	21	15	13	11	13	43	41	58	29	15	–	1	5	–	–	–
Manufacturing	255	40.0	433.00	444.00	373.50– 500.50	–	–	1	3	6	21	15	13	10	12	42	41	58	29	4	–	–	–	–	–	–
Electronics technicians II	96	40.0	402.00	392.00	334.50– 486.50	–	–	–	–	1	15	10	9	9	7	8	11	24	1	1	–	–	–	–	–	–
Manufacturing	92	40.0	400.50	391.50	331.00– 486.50	–	–	–	–	1	15	10	9	8	6	7	11	24	1	–	–	–	–	–	–	–
Electronics technicians III	136	40.0	500.00	504.00	457.50– 532.50	–	–	–	–	–	–	–	2	2	5	17	28	34	28	14	–	1	5	–	–	–
Manufacturing	120	40.0	482.50	500.00	447.50– 521.50	–	–	–	–	–	–	–	2	2	5	17	28	34	28	4	–	–	–	–	–	–
Registered industrial nurses	68	40.0	507.50	499.00	450.00– 548.50	–	–	–	–	–	–	–	–	–	1	11	14	18	10	6	6	2	–	–	–	–
Manufacturing	56	40.0	506.50	497.50	444.50– 548.50	–	–	–	–	–	–	–	–	–	1	10	12	13	7	6	5	2	–	–	–	–

See footnotes at end of tables.

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Table A-14. Average weekly earnings of office, professional, and technical workers, by sex in establishments employing 500 workers or more in Cleveland, OH, September 1985

Sex,[4] occupation, and industry division	Number of workers	Average (mean[5])	
		Weekly hours[1] (standard)	Weekly earnings (in dollars)[2]
Office occupations - men			
Accounting clerks:			
Manufacturing	52	39.5	374.00
Office occupations - women			
Secretaries	2,453	39.5	366.00
Manufacturing	1,648	39.5	381.00
Nonmanufacturing	805	39.5	335.50
Secretaries I	295	39.5	357.50
Manufacturing	150	39.5	399.00
Nonmanufacturing	145	40.0	315.00
Secretaries II	588	39.0	320.00
Manufacturing	433	39.0	328.50
Nonmanufacturing	155	38.5	296.50
Secretaries III	948	39.5	364.50
Manufacturing	684	39.5	377.50
Nonmanufacturing	264	39.5	331.00
Secretaries IV	505	39.5	408.50
Manufacturing	299	39.5	432.50
Nonmanufacturing	206	39.5	373.00
Secretaries V	117	39.5	450.50
Manufacturing	82	40.0	467.50
Stenographers:			
Manufacturing	105	40.0	308.00
Stenographers I	112	40.0	323.00
Typists:			
Manufacturing	132	40.0	270.50
Typists I:			
Manufacturing	56	40.0	253.00
Typists II:			
Manufacturing	76	40.0	283.50
Switchboard operators	109	39.5	279.00
Manufacturing	51	39.5	300.00
Order clerks:			
Manufacturing	96	39.5	304.00
Order clerks I:			
Manufacturing	63	40.0	272.00
Accounting clerks:			
Manufacturing	662	39.5	326.00
Accounting clerks II	415	39.5	280.50
Manufacturing	239	39.5	301.50
Accounting clerks III:			
Manufacturing	264	39.5	331.50
Accounting clerks IV	141	39.0	389.00
Manufacturing	87	38.0	384.50
Nonmanufacturing	54	40.0	397.00
Payroll clerks	208	39.0	318.00
Manufacturing	139	39.0	328.50
Key entry operators	409	39.5	294.00
Manufacturing	171	39.5	304.50
Nonmanufacturing	238	39.5	286.00
Key entry operators I:			
Manufacturing	59	40.0	298.00
Key entry operators II	277	39.5	303.50
Manufacturing	112	39.5	308.00
Nonmanufacturing	165	39.5	300.50
Professional and technical occupations - men			
Computer systems analysts (business)	400	39.5	651.00
Nonmanufacturing	186	39.0	628.00
Computer systems analysts (business) II:			
Nonmanufacturing	66	40.0	596.00
Computer systems analysts (business) III	196	39.5	700.00
Manufacturing	127	39.5	706.50
Nonmanufacturing	69	39.5	684.00
Computer programmers (business)	254	39.5	496.00
Nonmanufacturing	168	39.0	493.00
Computer programmers (business) I	60	39.5	379.50
Computer programmers (business) II	111	39.5	502.00
Nonmanufacturing	74	39.0	510.00
Computer programmers (business) III:			
Nonmanufacturing	51	39.5	571.50
Computer operators:			
Computer operators I	50	40.0	290.00
Computer operators III	79	39.5	434.50
Drafters:			
Manufacturing	242	40.0	450.50
Drafters III	62	40.0	361.00
Manufacturing	52	40.0	383.00
Drafters V	86	40.0	509.00
Manufacturing	86	40.0	509.00
Electronics technicians	248	40.0	447.00
Manufacturing	235	40.0	440.50
Electronics technicians II	87	40.0	407.50
Manufacturing	84	40.0	405.50
Electronics technicians III	126	40.0	492.50
Manufacturing	116	40.0	484.00
Professional and technical occupations - women			
Computer systems analysts (business):			
Nonmanufacturing	71	39.0	575.50
Computer programmers (business):			
Nonmanufacturing	87	39.5	504.50
Computer programmers (business) II	70	39.5	502.50
Computer operators:			
Computer operators II:			
Manufacturing	63	39.5	349.00
Registered industrial nurses	63	40.0	506.00
Manufacturing	56	40.0	506.50

See footnotes at end of tables.

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Table A-15. Hourly earnings of maintenance, toolroom, and powerplant workers in establishments employing 500 workers or more in Cleveland, OH, September 1985

Occupation and industry division	Number of workers	Hourly earnings (in dollars)[1]			Number of workers receiving straight-time hourly earnings (in dollars) of —																					
		Mean[2]	Median[3]	Middle range[3]	6.00 and under 6.50	6.50 – 7.00	7.00 – 7.50	7.50 – 8.00	8.00 – 8.50	8.50 – 9.00	9.00 – 9.50	9.50 – 10.00	10.00 – 10.50	10.50 – 11.00	11.00 – 11.50	11.50 – 12.00	12.00 – 12.50	12.50 – 13.00	13.00 – 13.50	13.50 – 14.00	14.00 – 14.50	14.50 – 15.00	15.00 – 16.00	16.00 – 17.00	17.00 – 18.00	18.00 – 19.00	19.00 – 20.00
Maintenance carpenters	124	13.36	13.74	12.75–13.81	-	-	-	-	-	-	9	-	-	-	3	8	8	27	4	38	-	-	22	1	-	4	-
Manufacturing	94	13.20	13.80	12.14–13.81	-	-	-	-	-	-	9	-	-	-	3	8	8	4	4	38	-	-	20	-	-	-	-
Maintenance electricians	1,108	14.51	15.18	13.25–15.79	-	-	-	-	-	-	19	-	4	-	31	14	70	91	98	52	47	60	598	24	-	-	-
Manufacturing	1,001	14.48	15.60	13.25–15.79	-	-	-	-	-	-	15	-	4	-	31	14	70	85	95	52	47	55	514	19	-	-	-
Maintenance painters	77	14.11	15.31	12.84–15.32	-	-	-	-	-	-	-	-	-	-	-	4	8	23	2	1	-	-	32	7	-	-	-
Manufacturing	63	13.98	15.31	12.66–15.32	-	-	-	-	-	-	-	-	-	-	-	4	8	19	-	-	-	-	32	-	-	-	-
Maintenance machinists	174	13.25	12.86	12.86–13.77	-	-	-	-	-	-	-	-	-	-	-	6	27	64	14	35	5	23	-	-	-	-	-
Manufacturing	172	13.25	12.86	12.86–13.77	-	-	-	-	-	-	-	-	-	-	-	6	27	64	12	35	5	23	-	-	-	-	-
Maintenance mechanics (machinery)	1,621	14.34	14.94	13.30–15.63	-	-	-	-	-	-	27	-	6	12	26	70	120	52	195	79	90	220	691	33	-	-	-
Manufacturing	1,477	14.29	14.66	13.25–15.58	-	-	-	-	-	-	27	-	6	12	26	70	120	52	190	79	90	81	691	33	-	-	-
Maintenance pipefitters	458	14.57	15.37	13.86–15.40	-	-	-	-	-	-	12	-	-	-	-	12	2	38	15	47	30	1	301	-	-	-	-
Manufacturing	458	14.57	15.37	13.86–15.40	-	-	-	-	-	-	12	-	-	-	-	12	2	38	15	47	30	1	301	-	-	-	-
Millwrights	643	15.06	15.40	15.37–15.40	-	-	-	-	-	-	-	-	-	-	9	3	3	24	33	7	12	5	547	-	-	-	-
Manufacturing	643	15.06	15.40	15.37–15.40	-	-	-	-	-	-	-	-	-	-	9	3	3	24	33	7	12	5	547	-	-	-	-
Motor vehicle mechanics	335	14.60	14.88	13.25–15.40	-	-	-	-	-	-	3	-	-	-	1	13	-	21	61	4	59	40	104	-	-	29	-
Manufacturing	168	14.57	15.37	13.25–15.40	-	-	-	-	-	-	3	-	-	-	-	1	-	21	22	2	14	1	104	-	-	-	-
Nonmanufacturing	167	14.63	14.08	13.35–14.88	-	-	-	-	-	-	-	-	-	-	1	12	-	-	39	2	45	39	-	-	-	29	-
Transportation and utilities	141	15.01	14.08	14.08–14.88	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26	2	45	39	-	-	-	29	-
Maintenance workers (general)	105	9.99	10.05	9.09–11.50	9	1	4	1	10	-	20	2	18	8	4	7	13	6	2	-	-	-	-	-	-	-	-
Manufacturing	61	11.10	10.95	10.32–12.19	-	-	-	-	2	-	4	-	18	7	4	5	13	6	2	-	-	-	-	-	-	-	-
Machine-tool operators (toolroom)	205	14.70	15.48	13.25–15.48	-	-	-	-	-	-	-	-	3	1	3	-	18	20	9	-	-	-	151	-	-	-	-
Manufacturing	205	14.70	15.48	13.25–15.48	-	-	-	-	-	-	-	-	3	1	3	-	18	20	9	-	-	-	151	-	-	-	-
Tool and die makers	683	14.67	15.68	13.17–15.68	-	-	-	-	-	-	6	9	4	-	15	12	3	57	107	6	-	-	460	4	-	-	-
Manufacturing	683	14.67	15.68	13.17–15.68	-	-	-	-	-	-	6	9	4	-	15	12	3	57	107	6	-	-	460	4	-	-	-
Stationary engineers	93	13.47	14.05	11.73–15.37	-	-	-	-	3	-	-	-	-	-	16	5	2	14	1	5	17	5	21	4	-	-	-
Manufacturing	81	13.81	14.05	12.72–15.37	-	-	-	-	-	-	-	-	-	-	10	5	2	14	-	5	15	5	21	4	-	-	-

See footnotes at end of tables.

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Table A-16. Hourly earnings of material movement and custodial workers in establishments employing 500 workers or more in Cleveland, OH, September 1985

Occupation and industry division	Number of workers	Hourly earnings (in dollars)[1]			Number of workers receiving straight-time hourly earnings (in dollars) of —																					
		Mean[2]	Median[3]	Middle range[3]	3.50 and under 4.00	4.00 – 4.50	4.50 – 5.00	5.00 – 5.50	5.50 – 6.00	6.00 – 6.50	6.50 – 7.00	7.00 – 7.50	7.50 – 8.00	8.00 – 8.50	8.50 – 9.00	9.00 – 9.50	9.50 – 10.00	10.00 – 10.50	10.50 – 11.00	11.00 – 11.50	11.50 – 12.00	12.00 – 12.50	12.50 – 13.00	13.00 – 13.50	13.50 – 14.00	14.00 – 14.50	14.50 – 15.50
Truckdrivers	923	13.48	14.24	12.72–14.24	-	-	-	-	-	-	-	4	4	1	6	7	7	18	50	60	10	27	86	18	63	411	153
Manufacturing	103	11.95	12.26	10.89–13.48	-	-	-	-	-	-	-	3	3	-	6	4	5	-	5	15	10	13	2	15	-	17	5
Truckdrivers, tractor-trailer	327	13.96	14.39	12.75–15.14	-	-	-	-	-	-	-	3	3	-	-	-	-	-	9	5	-	11	56	3	63	21	153
Nonmanufacturing	279	14.17	14.79	13.85–15.14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9	-	-	-	54	1	63	4	148
Receivers	50	11.18	11.20	10.96–13.39	-	-	-	1	1	1	-	3	3	-	-	-	2	-	2	18	1	-	-	18	-	-	-
Shippers and receivers	158	10.66	10.33	9.45–11.50	-	-	3	-	-	-	5	2	-	2	6	35	1	55	5	9	-	5	5	2	-	-	23
Manufacturing	117	9.99	10.23	9.45–10.42	-	-	3	-	-	-	4	-	-	-	6	30	-	54	5	9	-	-	4	2	-	-	-
Warehousemen	800	10.45	10.61	9.55–11.37	-	-	4	2	1	2	1	-	-	51	99	21	120	69	40	306	66	-	-	-	-	-	18
Manufacturing	155	9.85	10.08	9.66–10.42	-	-	-	2	1	2	1	-	-	6	3	21	15	69	35	-	-	-	-	-	-	-	-
Nonmanufacturing	645	10.59	11.37	9.55–11.37	-	-	4	-	-	-	-	-	-	45	96	-	105	-	5	306	66	-	-	-	-	-	18
Transportation and utilities	36	13.36	13.53	11.45–15.23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15	3	-	-	-	-	-	18
Order fillers	89	9.42	8.13	7.90–12.39	-	-	3	3	-	3	-	4	31	3	4	1	-	11	-	1	-	14	-	-	11	-	-
Manufacturing	74	8.84	7.90	7.88–10.43	-	-	3	3	-	3	-	4	31	3	4	1	-	11	-	-	-	-	-	-	11	-	-
Shipping packers	280	8.78	9.45	6.65– 9.77	-	1	11	6	14	4	45	3	1	8	26	91	3	-	12	45	-	-	-	10	-	-	-
Manufacturing	220	8.56	9.45	6.65– 9.45	-	-	6	3	9	3	45	3	1	8	26	91	3	-	12	-	-	-	-	10	-	-	-
Material handling laborers	508	11.57	11.81	11.15–13.30	6	6	5	3	3	-	1	2	22	3	3	5	17	35	15	57	95	5	1	222	2	-	-
Manufacturing	364	11.99	13.13	10.95–13.30	3	-	-	-	3	-	-	-	19	-	3	3	17	35	9	34	10	3	1	222	2	-	-
Nonmanufacturing	144	10.51	11.81	11.15–11.81	3	6	5	3	-	-	1	2	3	3	-	2	-	-	6	23	85	2	-	-	-	-	-
Forklift operators	744	12.68	13.29	11.62–13.35	-	-	-	-	-	-	-	1	-	-	-	11	-	46	5	108	50	8	-	498	-	1	16
Manufacturing	590	13.04	13.29	13.29–13.35	-	-	-	-	-	-	-	1	-	-	-	11	-	22	2	30	1	8	-	498	-	1	16
Power-truck operators (other than forklift)	129	12.40	13.16	12.39–13.16	-	-	-	-	-	-	-	-	-	-	-	12	-	-	14	2	-	6	20	75	-	-	-
Manufacturing	114	12.37	13.16	12.11–13.16	-	-	-	-	-	-	-	-	-	-	-	12	-	-	14	2	-	6	5	75	-	-	-
Guards	451	9.72	10.35	7.53–11.12	-	-	13	17	14	18	25	23	31	15	25	4	32	42	55	48	-	-	-	11	78	-	-
Manufacturing	325	10.87	10.88	9.80–13.38	-	-	-	9	1	1	1	9	17	8	11	3	31	42	55	48	-	-	-	11	78	-	-
Nonmanufacturing	126	6.78	6.75	5.95– 7.68	-	-	13	8	13	17	24	14	14	7	14	1	1	-	-	-	-	-	-	-	-	-	-
Guards I	268	9.88	10.35	7.53–13.56	-	-	13	17	14	8	2	11	17	11	14	1	15	36	28	3	-	-	-	-	78	-	-
Manufacturing	218	10.80	10.55	8.95–13.56	-	-	-	9	1	1	1	9	17	8	11	1	15	36	28	3	-	-	-	-	78	-	-
Nonmanufacturing	50	5.89	5.58	4.94– 6.07	-	-	13	8	13	7	1	2	-	3	3	-	-	-	-	-	-	-	-	-	-	-	-
Guards II	183	9.49	9.80	7.52–11.12	-	-	-	-	-	10	23	12	14	4	11	3	17	6	27	45	-	-	-	11	-	-	-
Manufacturing	107	11.00	11.12	10.59–11.12	-	-	-	-	-	-	-	-	-	-	-	2	16	6	27	45	-	-	-	11	-	-	-
Nonmanufacturing	76	7.37	7.06	6.66– 7.85	-	-	-	-	-	10	23	12	14	4	11	1	1	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners	1,379	7.77	7.02	5.96– 9.65	77	73	85	51	67	263	32	102	28	23	133	50	117	58	27	38	-	8	132	-	11	4	-
Manufacturing	513	10.11	9.72	8.72–12.80	-	-	-	-	-	15	5	33	17	14	50	50	116	51	27	-	-	-	132	-	-	3	-

See footnotes at end of tables.

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Table A-17. Average hourly earnings of maintenance, toolroom, powerplant, material movement and custodial workers by sex in establishments employing 500 workers or more in Cleveland, OH, September 1985

Sex,[1] occupation, and industry division	Number of workers	Average (mean[2]) hourly earnings (in dollars)[3]
Maintenance, toolroom, and powerplant occupations - men		
Maintenance carpenters	124	13.36
Manufacturing	94	13.20
Maintenance electricians	1,102	14.51
Manufacturing	995	14.47
Maintenance painters	77	14.11
Manufacturing	63	13.98
Maintenance machinists	174	13.25
Manufacturing	172	13.25
Maintenance mechanics (machinery)	1,598	14.34
Manufacturing	1,473	14.29
Maintenance pipefitters	457	14.57
Manufacturing	457	14.57
Millwrights	638	15.07
Manufacturing	638	15.07
Motor vehicle mechanics	305	14.24
Manufacturing	167	14.57
Maintenance workers (general)	96	10.04
Manufacturing	61	11.10
Machine-tool operators (toolroom)	202	14.74
Manufacturing	202	14.74
Tool and die makers	682	14.67
Manufacturing	682	14.67
Stationary engineers	85	13.62
Manufacturing	76	13.80
Material movement and custodial occupations - men		
Truckdrivers:		
Manufacturing	103	11.95
Truckdrivers, tractor-trailer	323	13.95
Nonmanufacturing	275	14.17
Receivers	50	11.18
Warehousemen:		
Manufacturing	132	9.92
Shipping packers	131	9.24
Manufacturing	106	8.88
Material handling laborers	480	11.67
Manufacturing	351	12.04
Forklift operators	708	12.73
Manufacturing	585	13.05
Power-truck operators (other than forklift)	129	12.40
Manufacturing	114	12.37
Guards	392	9.65
Manufacturing	285	10.69
Nonmanufacturing	107	6.90
Guards I	244	9.94
Manufacturing	205	10.66
Guards II	148	9.18
Nonmanufacturing	68	7.40
Janitors, porters, and cleaners:		
Manufacturing	356	10.62
Material movement and custodial occupations - women		
Shipping packers	149	8.37
Manufacturing	114	8.27
Janitors, porters, and cleaners:		
Manufacturing	138	8.81

See footnotes at end of tables.

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Footnotes

Some of these standard footnotes may not apply to this bulletin.

[1] Standard hours reflect the workweek for which employees receive their regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates), and the earnings correspond to these weekly hours.

[2] Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Cost-of-living allowances and incentive payments, however, are included.

[3] The mean is computed for each job by totaling the earnings of all workers and dividing by the number of workers. The median designates position—one-half of the workers receive the same as or more and one-half receive the same as or less than the rate shown. The middle range is defined by two rates of pay; one-fourth of the workers earn the same as or less than the lower of these rates and one-fourth earn the same as or more than the higher rate.

[4] Earnings data relate only to workers whose sex identification was provided by the establishment.

[5] Estimates for periods ending prior to 1976 relate to men only for skilled maintenance and unskilled plant workers. All other estimates relate to men and women.

[6] Data do not meet publication criteria or data not available.

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Appendix A. Scope and Method of Survey

In each of the 70 areas[1] currently surveyed, the Bureau obtains wages and related benefits data from representative establishments within six broad industry divisions: Manufacturing; transportation, communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Government operations and the construction and extractive industries are excluded. Small establishments—generally those with fewer than 50 employees—are excluded because they have few incumbents in the occupations studied. Appendix table 1 shows the number of establishments and workers estimated to be within the scope of this survey, as well as the number actually studied.

Bureau field representatives obtain data by personal visits at 3-year intervals. In each of the two intervening years, only information on employment and occupational earnings is collected by a combination of personal visit, mail questionnaire, and telephone interview from establishments participating in the previous survey.

A sample of the establishments in the scope of the survey is selected for study prior to each personal visit survey. This sample, minus establishments which go out of business or are no longer within the industrial scope of the survey, is retained for the following two annual surveys. In most cases, establishments new to the area are not considered in the scope of the survey until the selection of a sample for a personal visit survey.

The sampling procedures involve detailed stratification of all establishments within the scope of an individual area survey by industry and number of employees. From this stratified universe a probability sample is selected, with each establishment having a predetermined chance of selection. To obtain optimum accuracy at minimum cost, a greater proportion of large than small establishments is selected. When data are combined, each establishment is weighted according to its probability of selection so that unbiased estimates are generated. For example, if one out of four establishments is selected, it is given a weight of 4 to represent itself plus three others. An alternate of the same original probability is chosen in the same industry-size classification if data are not available from the original sample member. If no suitable substitute is available, additional weight is assigned to a sample member that is similar to the missing unit.

Occupations and earnings

Occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries, and are of the following types: (1) Office clerical; (2) professional and technical; (3) maintenance, toolroom, and powerplant; and (4) material movement and custodial. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. Occupations selected for study are listed and described in appendix B. Occupational codes and titles from the 1980 edition of the *Standard Occupational Classification Manual* are also presented in appendix B.

Unless otherwise indicated, the earnings data following the job titles are for all industries combined. Earnings data for some of the occupations listed and described, or for some industry divisions within the scope of the survey, are not presented in the A-series tables because either (1) data were insufficient to provide meaningful statistical results, or (2) there is possibility of disclosure of individual establishment data. Separate men's and women's earnings data are not presented when the number of workers not identified by sex is 20 percent or more of the men or women identified in an occupation. Earnings data not shown separately for industry divisions are included in data for all industries combined. Likewise, for occupations with more than one level, data are included in the overall classification when a subclassification is not shown or information to subclassify is not available.

Occupational employment and earnings data are shown for full-time workers, i.e., those hired to work a regular weekly schedule. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Cost-of-living allowances and incentive payments, however, are included. Weekly hours for office clerical and professional and technical occupations refer to the standard workweek (rounded to the nearest half hour) for which employees receive regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates). Average weekly earnings for these occupations are rounded to the nearest half dollar. Most A-series tables provide distributions of workers by earnings; changes in the size of earnings intervals are indicated by heavy vertical lines.

These surveys measure the level of occupational earnings in an area at a particular time. Changes in an occupational average over time reflect, in addition to earnings changes, factors such as changes in proportions of workers employed by high- or low-wage firms, or high-wage workers advancing to better jobs and being replaced by new workers at lower rates. Such shifts in employment could decrease an occupational

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average even though most establishments in an area increase wages during the year. Changes in earnings of occupational groups, shown in table A-7, are better indicators of wage trends than are earnings changes for individual jobs within the groups.

Average earnings reflect composite, areawide estimates. Industries and establishments differ in pay level and job staffing, and thus contribute differently to the estimates for each job. Pay averages may fail to reflect accurately the wage differential among jobs in individual establishments.

Average pay levels for men and women in selected occupations should not be assumed to reflect differences in pay of the sexes within individual establishments. Factors which may contribute to differences include progression within established rate ranges (only the rates paid incumbents are collected) and performance of specific duties within the general survey job descriptions. Job descriptions used to classify employees in these surveys usually are more generalized than those used in individual establishments and allow for minor differences among establishments in specific duties performed.

Occupational employment estimates represent the total in all establishments within the scope of the study and not the number actually surveyed. Because occupational structures among establishments differ, estimates of occupational employment obtained from the sample of establishments studied serve only to indicate the relative importance of the jobs studied. These differences in occupational structure do not affect materially the accuracy of the earnings data.

Wage trends for selected occupational groups

Indexes in table A-7 measure wages at a given time, expressed as a percent of wages during the base period. Subtracting 100 from the index yields the percent change in wages from the base period to the date of the index. The percent increases in table A-7 relate to wage changes between the indicated dates. Annual rates of increase, where shown, reflect the amount of increase for 12 months when the time span between surveys was other than 12 months. These computations are based on the assumption that wages increased at a constant rate between surveys.

The indexes and percent increases are based on changes in average hourly earnings of men and women in establishments reporting the trend jobs in both the current and previous year (matched establishments). The data are adjusted to remove the effect on average earnings of employment shifts among establishments and turnover of establishments included in survey samples. The percent increases, however, are still affected by factors other than wage increases. Turnover may affect an establishment average for an occupation when workers are paid under plans providing a range of wage rates for individual jobs. In periods of increased hiring, for example, new employees may enter at the bottom of the range, depressing the average without a change in wage rates.

Occupations used to compute wage trends are:

Office clerical

Secretaries
Stenographers I and II
Typists I and II
File clerks I, II, and III
Messengers
Switchboard operators
Order clerks I and II
Accounting clerks I, II, III, and IV
Payroll clerks
Key entry operators I and II

Electronic data processing

Computer systems analysts I, II, and III
Computer programmers I, II, and III
Computer operators I, II, and III

Industrial nurses

Registered industrial nurses

Skilled maintenance

Carpenters
Electricians
Painters
Machinists
Mechanics (machinery)
Pipefitters
Motor vehicle mechanics
Tool and die makers

Unskilled plant

Janitors, porters, and cleaners
Material handling laborers

Percent changes for individual areas in the program are computed as follows:

1. Average earnings are computed for each occupation for the 2 years being compared. The averages are derived from earnings in those establishments which are in the survey both years; it is assumed that employment remains unchanged.

2. Each occupation is assigned a weight based on its proportionate employment in the occupational group.

3. These weights are used to compute group averages. Each occupation's average earnings (computed in step 1) are multiplied by its weight. The products are totaled to obtain a group average.

4. The ratio of group averages for 2 consecutive years is computed by dividing the average for the current year by the average for the earlier year. The result—expressed as a percent—less 100 is the percent change.

The index is computed by adding 100 to the most recent percent increase, multiplying the total by the previous year's index number, and dividing the product by 100 to obtain the current index value.

Pay relationships in establishments

Tables A-8 through A-11 compare average pay of occupations in individual establishments. These comparisons, expressed as pay relatives (pay for one of the occupations equals 100), yield different results than comparisons of overall survey averages, such as those shown in tables A-1 through A-6. The latter reflect differences in contributions to the survey averages by establishments with disparate pay levels; the pay relative comparisons are not affected by such differences. The following procedures are used to compute relatives in tables A-8 through A-11:

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1. Establishments employing workers in both of the paired occupations were identified.

2. Pay levels (averages) for the two occupations were weighted by the combined employment of both jobs to reflect each establishment's contribution to the totals used in this comparison.

3. The weighted pay levels of the two jobs were summed separately; each total was divided by the other and the quotients multiplied by 100 to produce the two pay relatives shown for each job pairing.

Establishment practices and employee benefits

Tabulations on selected establishment practices and employee benefits (B-series tables) are not presented in this bulletin. Information for these tabulations is collected at 3-year intervals. These tabulations on minimum entrance salaries for inexperienced office workers; shift differentials; scheduled weekly hours and days; paid holidays; paid vacations; health, insurance, and retirement plans; and other selected benefits are presented (in the B-series tables) in previous bulletins for this area.

[1] The Bureau also conducts more limited area studies in approximately 96 areas at the request of the Employment Standards Administration of the U.S. Department of Labor.

Appendix table 1. Establishments and workers within scope of survey and number studied in Cleveland, OH,[1] September 1985

Industry division[2]	Minimum employment in establishments in scope of survey	Number of establishments		Workers in establishments		
		Within scope of survey[3]	Studied	Within scope of survey[4]		Studied
				Number	Percent	
All establishments						
All divisions	-	1,167	201	320,235	100	156,491
Manufacturing	100	384	74	146,566	46	75,358
Nonmanufacturing	-	783	127	173,669	54	81,133
Transportation, communication, and other public utilities[5]	100	39	16	27,652	9	23,610
Wholesale trade[6]	50	219	19	21,791	7	2,989
Retail trade[6]	100	122	23	53,513	17	28,588
Finance, insurance, and real estate[6]	50	134	25	33,993	11	16,880
Services[6 7]	50	269	44	36,720	11	9,066
Large establishments						
All divisions	-	128	71	178,152	100	134,462
Manufacturing	500	62	36	87,096	49	67,078
Nonmanufacturing	-	66	35	91,056	51	67,384
Transportation, communication, and other public utilities[5]	500	6	6	22,014	12	22,014
Wholesale trade[6]	500	3	1	2,100	1	700
Retail trade[6]	500	29	15	39,266	22	27,114
Finance, insurance, and real estate[6]	500	14	9	19,726	11	14,606
Services[6 7]	500	14	4	7,950	4	2,950

[1] The Cleveland, OH Standard Metropolitan Statistical Area, as defined by the Office of Management and Budget through February 1974, consists of Cuyahoga, Geauga, Lake, and Medina Counties. The "workers within scope of survey" estimates provide a reasonably accurate description of the size and composition of the labor force included in the survey. Estimates are not intended, however, for comparison with other statistical series to measure employment trends or levels since (1) planning of wage surveys requires establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

[2] The 1972 edition of the *Standard Industrial Classification Manual* was used to classify establishments by industry division. All government operations are excluded from the scope of the survey.

[3] Includes all establishments with total employment at or above the minimum limitation. All outlets (within the area) of nonmanufacturing companies are considered as one establishment when located within the same industry division.

[4] Includes all workers in all establishments with total employment (within the area) at or above the minimum limitation.

[5] Abbreviated to "transportation and utilities" in the A-series tables. Taxicabs and services incidental to water transportation are excluded. Local transit operations and an electric utility (supplying less than half the electricity consumed in the Cleveland area) are municipally owned and are excluded by definition from the scope of the survey.

[6] Separate data for this division are not presented in the A-series tables, but the division is represented in the "all industries" and "nonmanufacturing" estimates.

[7] Hotels and motels; laundries and other personal services; business services; automobile repair, rental, and parking; motion pictures; nonprofit membership organizations (excluding religious and charitable organizations); and engineering and architectural services.

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Appendix B. Occupational Descriptions

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field representatives in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from establishment to establishment and from area to area. This permits grouping of occupational wage rates representing comparable job content. Because of this emphasis on comparability of occupational content, the Bureau's job descriptions may differ significantly from those in use in individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field representatives are instructed to exclude working supervisors; apprentices; and part-time, temporary, and probationary workers. Handicapped workers whose earnings are reduced because of their handicap are also excluded. Learners, beginners, and trainees, unless specifically included in the job description, are excluded.

The titles and 2, 3, or 4-digit codes below the job titles in this appendix are taken from the 1980 edition of the *Standard Occupational Classification Manual (SOC)* , issued by the U.S. Department of Commerce, Office of Federal Statistical Policy and Standards.

In general, the Bureau of Labor Statistics' occupational descriptions are much more specific than those found in the SOC manual. The BLS occupation, "Registered Industrial Nurse," for example, is limited to workers providing medical assistance and other related services (e.g., health education) to persons who are ill or become ill or suffer an injury in a factory or other establishment. The SOC occupation (code 29) includes a variety of registered nurses (e.g., school nurse, head nurse, general duty nurse, private duty nurse) that are excluded from the BLS description.

Thus, in comparing the results of this survey with other sources, factors such as differences in occupational definitions and survey scope should be taken into consideration.

Office

SECRETARY

(4622: Secretary)

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

Exclusions. Not all positions that are titled "secretary" possess the above characteristics. Examples of positions which are excluded from the definition are as follows:

a. Clerks or secretaries working under the direction of secretaries or administrative assistants as described in e;

b. Stenographers not fully performing secretarial duties;

c. Stenographers or secretaries assigned to two or more professional, technical, or managerial persons of equivalent rank;

d. Assistants or secretaries performing any kind of technical work, e.g., personnel, accounting, or legal work;

e. Administrative assistants or supervisors performing duties which are more difficult or more responsible than the secretarial work described in LR-1 through LR-4;

f. Secretaries receiving additional pay primarily for maintaining confidentiality of payroll records or other sensitive information;

g. Secretaries performing routine receptionist, typing, and filing duties following detailed instructions and guidelines; these duties are less responsible than those described in LR-1 below;

h. Trainees.

Classification by level. Secretary jobs which meet the required characteristics are matched at one of five levels according to two factors: (a) Level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

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Level of Secretary's Supervisor (LS)

Secretaries should be matched at one of the three LS levels below best describing the organization of the secretary's supervisor.

LS-1

Organizational structure is not complex and internal procedures and administrative controls are simple and informal: supervisor directs staff through face-to-face meetings.

LS-2

Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc.; supervisor usually directs staff through intermediate supervisors; internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups which meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself mean LS-2 applies, e.g., a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts, as described in LS-3.

LS-3

Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: Financial decisionmaking authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in, such areas as personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1

Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

a. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
b. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
c. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
d. Maintains recurring internal reports, such as: time and leave records, office equipment listings, correspondence controls, training plans, etc.;
e. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

LR-2

Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

a. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member, or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;
b. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
c. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
d. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;
e. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

LR-3

Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

a. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;

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b. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc;, and informs supervisor on matters to be considered;
c. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
d. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction;
e. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

LR-4

Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:

a. Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized;
b. Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations;
c. Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems;
d. Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts;
e. In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

Exclude secretaries performing any of the following duties:
Acts as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revises or clarifies procedures to eliminate conflict or duplication; identifies and resolves various problems that affect the orderly flow of work in transactions with parties outside the organization.
Prepares agenda for conferences; explains discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

Advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contacts from high-ranking outside officials (e.g., city or State officials, members of Congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

Criteria For Matching Secretaries By Level

Level of Secretary's Supervisor	Level of Secretary's Responsibility			
	LR-1	LR-2	LR-3	LR-4
LS-1	I	II	III	IV
LS-2	I	III	IV	V
LS-3	I	IV	V	V

STENOGRAPHER

(4623: Stenographer)

Primary duty is to take dictation using shorthand, and to transcribe the dictation. May also type from written copy. May operate from a stenographic pool. May occasionally transcribe from voice recordings. (If primary duty is transcribing from recordings, see Transcribing-machine typist.)

Excluded from this definition are:

a. Trainee positions not requiring a fully qualified stenographer;
b. Secretaries providing the principal secretarial support in an office and performing more responsible and discretionary tasks, as described in LR-l through LR-4 in the secretary definition above;
c. Stenographers who take dictation involving the frequent use of a wide variety of technical or specialized vocabulary. Typically this kind of vocabulary cannot be learned in a relatively short period of time, e.g., a month or two;
d. Stenographers, such as shorthand reporters, who record material verbatim at hearings, conferences, or similar proceedings.

Stenographer I

Takes and transcribes dictation, receiving specific assignments along with detailed instructions on such requirements as form and presentation. The transcribed material is typically reviewed in rough draft, and the final transcription is reviewed for conformance with the rough draft. May maintain files, keep simple records, or perform other relatively routine clerical tasks.

Stenographer II

Takes and transcribes dictation determining the most appropriate format. Performs stenographic duties requiring significantly greater independence and responsibility than Stenographer I. Supervisor typically provides general instructions. Work requires a thorough working knowledge of general business and office procedures and of the specific business operations, organizations, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as maintaining follow-up files; assembling material for reports, memoranda, and

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letters; composing simple letters from general instructions; reading and routing incoming mail; answering routine questions, etc.

TRANSCRIBING-MACHINE TYPIST
(4623: Stenographer)

Primary duty is to type copy of voice recorded dictation which does *not* involve varied technical or specialized vocabulary such as that used in legal briefs or reports on scientific research. May also type from written copy. May maintain files, keep simple records, or perform other relatively routine clerical tasks. (See Stenographer definition for workers involved with shorthand dictation.)

TYPIST
(4624: Typist)

Uses a manual, electric, or automatic typewriter to type various materials. Included are automatic typewriters that are used only to record text and update and reproduce previously typed items from magnetic cards or tape. May include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Excluded from this definition is work that involves:

a. Typing directly from spoken material that has been recorded on disks, cylinders, belts, tapes, or other similar media;
b. The use of varitype machines, composing equipment, or automatic equipment in preparing material for printing; and
c. Familiarity with specialized terminology in various keyboard commands to manipulate or edit the recorded text to accomplish revisions, or to perform tasks such as extracting and listing items from the text, or transmitting text to other terminals, or using "sort" commands to have the machine reorder material. Typically requires the use of automatic equipment which may be either computer linked or have a programmable memory so that material can be organized in regularly used formats or preformed paragraphs which can then be coded and stored for future use in letters or documents.

Typist I

Performs *one or more of the following:* Copy typing from rough or clear drafts; or routine typing of forms, insurance policies, etc.; or setting up simple standard tabulations; or copying more complex tables already set up and spaced properly.

Typist II

Performs *one or more of the following:* Typing material in final form when it involves combining material from several sources; or responsibility for correct spelling, syllabication, punctuation, etc., of technical or unusual words or foreign language material; or planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters, varying details to suit circumstances.

FILE CLERK
(4696: File clerk)

Files, classifies, and retrieves material in an established filing system. May perform clerical and manual tasks required to maintain files. Positions are classified into levels on the basis of the following definitions:

File Clerk I

Performs routine filing of material that has already been classified or which is easily classified in a simple serial classification system (e.g., alphabetical, chronological, or numerical). As requested, locates readily available material in files and forwards material; and may fill out withdrawal charge. May perform simple clerical and manual tasks required to maintain and service files.

File Clerk II

Sorts, codes, and files unclassified material by simple (subject matter) headings or partly classified material by finer subheadings. Prepares simple related index and cross-reference aids. As requested, locates clearly identified material in files and forwards material. May perform related clerical tasks required to maintain and service files.

File Clerk III

Classifies and indexes file material such as correspondence, reports, technical documents, etc., in an established filing system containing a number of varied subject matter files. May also file this material. May keep records of various types in conjunction with the files. May lead a small group of lower level file clerks.

MESSENGER
(4745: Messenger)

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening mail, distributing mail on a regularly scheduled route or in a familiar area, and other minor clerical work. May deliver mail that requires some special handling, e.g., mail that is insured, registered, or marked for special delivery.

Excluded are positions which include any of the following as significant duties:

a. Operating motor vehicles;
b. Delivering valuables or security-classified mail when the work requires a continuing knowledge of special procedures for handling such items;
c. Weighing mail, determining postage, or recording and controlling registered, insured, and certified mail in the mail room;
d. Making deliveries to unfamiliar or widely separated buildings or points which are not part of an established route; or
e. Directing other workers.

RECEPTIONIST
(4645: Receptionist)

Greets visitors, determines nature of visits, and directs visitors to appropriate persons. Receptionist duties may also include providing information, making appointments, answering a telephone (other than switchboard or console), keeping a log of visitors, and issuing visitor passes. May also perform typing or other routine clerical duties which may occupy a major portion of time, and are usually performed at the reception desk.

This classification excludes workers operating a telephone switchboard or console, performing guard duties, or performing more difficult clerical duties.

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SWITCHBOARD OPERATOR

(4732: Telephone operator)

Operates a telephone switchboard or console used with a private branch exchange (PBX) system to relay incoming, outgoing, and intrasystem calls. May provide information to callers, record and transmit messages, keep record of calls placed and toll charges. Besides operating a telephone switchboard or console, may also type or perform routine clerical work (typing or routine clerical work may occupy the major portion of the worker's time, and is usually performed while at the switchboard or console). Chief or lead operators in establishments employing more than one operator are excluded. For an operator who also acts as a receptionist, see Switchboard operator-receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

(4645: Receptionist)

At a single-position telephone switchboard or console, acts both as an operator—see Switchboard operator—and as a receptionist. Receptionist's work involves such duties as greeting visitors; determining nature of visitor's business and providing appropriate information; referring visitor to appropriate person in the organization or contacting that person by telephone and arranging an appointment; keeping a log of visitors.

ORDER CLERK

(4664: Order clerk)

Receives written or verbal customers' purchase orders for material or merchandise from customers or sales people. Work typically involves some combination of the following duties: Quoting prices; determining availability of ordered items and suggesting substitutes when necessary; advising expected delivery date and method of delivery; recording order and customer information on order sheets; checking order sheets for accuracy and adequacy of information recorded; ascertaining credit rating of customer; furnishing customer with acknowledgment of receipt of order; following up to see that order is delivered by the specified date or to let customer know of a delay in delivery; maintaining order file; checking shipping invoice against original order. *Exclude workers paid on a commission basis or whose duties include any of the following:* Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

Positions are classified into levels according to the following definitions:

Order Clerk I

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual, or similar document to insure that proper item is supplied or to verify price of ordered item.

Order Clerk II

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

ACCOUNTING CLERK

(4712: Bookkeeper and accounting and auditing clerk)

Performs one or more accounting tasks such as posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings, etc.; preparing journal vouchers; or making entries or adjustments to accounts.

Levels I and II require a basic knowledge of routine clerical methods and office practices and procedures as they relate to the clerical processing and recording of transactions and accounting information. Levels III and IV *require* a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system, where there are few variations in the types of transactions handled. In addition, some jobs at each level may require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

Accounting Clerk I

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Accounting Clerk II

Performs one or more routine accounting clerical operations, such as: Examining, verifying, and correcting accounting transactions to ensure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Accounting Clerk III

Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and

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applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Accounting Clerk IV

Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.

NOTE: Excluded from level IV are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts.

PAYROLL CLERK

(4713: Payroll and timekeeping clerk)

Performs the clerical tasks necessary to process payrolls and to maintain payroll records. Work involves *most of the following*: Processing workers' time or production records; adjusting workers' records for changes in wage rates, supplementary benefits, or tax deductions; editing payroll listings against source records; tracing and correcting errors in listings; and assisting in preparation of periodic summary payroll reports. In a nonautomated payroll system, computes wages. Work may require a practical knowledge of governmental regulations, company payroll policy, or the computer system for processing payrolls.

KEY ENTRY OPERATOR

(4793: Data entry keyer)

Operates keyboard-controlled data entry device such as keypunch machine or key-operated magnetic tape or disk encoder to transcribe data into a form suitable for computer processing. Work requires skill in operating an alphanumeric keyboard and an understanding of transcribing procedures and relevant data entry equipment.

Positions are classified into levels on the basis of the following definitions:

Key Entry Operator I

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding, or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Key Entry Operator II

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for level I.

NOTE: Excluded are operators above level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

Professional and Technical

COMPUTER SYSTEMS ANALYST, BUSINESS

(1712: Computer systems analyst)

Analyzes business problems to formulate procedures for solving them by use of electronic data processing equipment. Develops a complete description of all specifications needed to enable programmers to prepare required digital computer programs. Work involves *most of the following*: Analyzes subject-matter operations to be automated and identifies conditions and criteria required to achieve satisfactory results; specifies number and types of records, files, and documents to be used; outlines actions to be performed by personnel and computers in sufficient detail for presentation to management and for programming (typically this involves preparation of work and data flow charts); coordinates the development of test problems and participates in trial runs of new and revised systems; and recommends equipment changes to obtain more effective overall operations. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing employees, or systems analysts primarily concerned with scientific or engineering problems.

For wage study purposes, systems analysts are classified as follows:

Computer Systems Analyst I

Works under immediate supervision, carrying out analyses as assigned, usually of a single activity. Assignments are designed to develop and expand practical experience in the application of procedures and skills required for systems analysis work. For example, may assist a higher level systems analyst by preparing the detailed specifications required by programmers from information developed by the higher level analyst.

Computer Systems Analyst II

Works independently or under only general direction on problems that are relatively uncomplicated to analyze, plan, program, and operate. Problems are of limited complexity because sources of input data are homogeneous and the output data are closely related. (For example, develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, or maintaining inventory accounts in a manufacturing or wholesale establishment.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of the data processing systems to be applied. *OR*

Works on a segment of a complex data processing scheme or system, as described for level III. Works independently on routine assignments and receives instruction and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

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Computer Systems Analyst III

Works independently or under only general direction on complex problems involving all phases of systems analysis. Problems are complex because of diverse sources of input data and multiple-use requirements of output data. (For example, develops an integrated production scheduling, inventory control, cost analysis, and sales analysis record in which every item of each type is automatically processed through the full system of records and appropriate follow-up actions are initiated by the computer.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of new or revised systems of data processing operations. Makes recommendations, if needed, for approval of major systems installations or changes and for obtaining equipment.

May provide functional direction to lower level systems analysts who are assigned to assist.

COMPUTER PROGRAMMER, BUSINESS

(3971: Programmer, business)

Converts statements of business problems, typically prepared by a systems analyst, into a sequence of detailed instructions which are required to solve the problems by automatic data processing equipment. Working from charts or diagrams, the programmer develops the precise instructions which, when entered into the computer system in coded language, cause the manipulation of data to achieve desired results. Work involves *most of the following*: Applies knowledge of computer capabilities, mathematics, logic employed by computers, and particular subject matter involved to analyze charts and diagrams of the problem to be programmed; develops sequence of prog am steps; writes detailed flow charts to show order in which data will be processed; converts these charts to coded instructions for machine to follow; tests and corrects programs; prepares instructions for operating personnel during production run; analyzes, reviews, and alters programs to increase operating efficiency or adapt to new requirements; maintains records of program development and revisions. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing employees, or programmers primarily concerned with scientific and/or engineering problems.

For wage study purposes, programmers are classified as follows:

Computer Programmer I

Makes practical applications of programming practices and concepts usually learned in formal training courses. Assignments are designed to develop competence in the application of standard procedures to routine problems. Receives close supervision on new aspects of assignments; and work is reviewed to verify its accuracy and conformance with required procedures.

Computer Programmer II

Works independently or under only general direction on relatively simple programs, or on simple segments of complex programs. Programs (or segments) usually process information to produce data in two or three varied sequences or formats. Reports and listings are produced by refining, adapting, arraying, or making minor additions to or deletions from input data which are readily available. While numerous records may be processed, the data have been refined in prior actions so that the accuracy and sequencing of data can be tested by using a few routine checks. Typically, the program deals with routine recordkeeping operations. *OR*

Works on complex programs (as described for level III) under close direction of a higher level programmer or supervisor. May assist higher level programmer by independently performing less difficult tasks assigned, and performing more difficult tasks under fairly close direction. May guide or instruct lower level programmers.

Computer Programmer III

Works independently or under only general direction on complex problems which require competence in all phases of programming concepts and practices. Working from diagrams and charts which identify the nature of desired results, major processing steps to be accomplished, and the relationships between various steps of the problem solving routine; plans the full range of programming actions needed to efficiently utilize the computer system in achieving desired end products.

At this level, programming is difficult because computer equipment must be organized to produce several interrelated but diverse products from numerous and diverse data elements. A wide variety and extensive number of internal processing actions must occur. This requires such actions as development of common operations which can be reused, establishment of linkage points between operations, adjustments to data when program requirements exceed computer storage capacity, and substantial manipulation and resequencing of data elements to form a highly integrated program.

May provide functional direction to lower level programmers who are assigned to assist.

COMPUTER OPERATOR

(4612: Computer operator)

In accordance with operating instructions, monitors and operates the control console of a digital computer to process data. Executes runs by either serial processing (processes one program at a time) or multiprocessing (processes two or more programs simultaneously). The following duties characterize the work of a computer operator:

a. Studies operating instructions to determine equipment setup needed;
b. Loads equipment with required items (tapes, cards, disks, paper, etc.);
c. Switches necessary auxiliary equipment into system;
d. Starts and operates computer;
e. Responds to operating and computer output instructions;
f. Reviews error messages and makes corrections during operation *or* refers problems;
g. Maintains operating record.

May test-run new or modified programs. May assist in modifying systems or programs. The scope of this definition includes trainees working to become fully qualified computer operators, fully qualified computer operator, and lead operators providing technical assistance to lower level operators. It excludes workers who monitor and operate remote terminals.

For wage study purposes, computer operators are classified as follows:

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Computer Operator I

Work assignments are limited to established production runs (i.e., programs which present few operating problems). Assignments may consist primarily of on-the-job training (sometimes augmented by classroom instruction). When learning to run programs, the supervisor or a higher level operator provides detailed written or oral guidance to the operator before and during the run. After the operator has gained experience with a program, however, the operator works fairly independently in applying standard operating or corrective procedures in responding to computer output instructions or error conditions, but refers problems to a higher level operator or the supervisor when standard procedures fail.

Computer Operator II

In addition to established production runs, work assignments include runs involving new programs, applications, and procedures (i.e., situations which require the operator to adapt to a variety of problems). At this level, the operator has the training and experience to work fairly independently in carrying out most assignments. Assignments may require the operator to select from a variety of standard setup and operating procedures. In responding to computer output instructions or error conditions, applies standard operating or corrective procedures, but may deviate from standard procedures when standard procedures fail if deviation does not materially alter the computer unit's production plans. Refers the problem or aborts the program when procedures applied do not provide a solution. May guide lower level operators.

Computer Operator III

In addition to work assignments described for Computer operator II (see above) the work of Computer operator III involves at least one of the following:

a. Deviates from standard procedures to avoid the loss of information or to conserve computer time even though the procedures applied materially alter the computer unit's production plans;
b. Tests new programs, applications, and procedures;
c. Advises programmers and subject-matter experts on setup techniques;
d. Assists in (1) maintaining, modifying, and developing operating systems or programs; (2) developing operating instructions and techniques to cover problem situations; and/or (3) switching to emergency backup procedures (such assistance requires a working knowledge of program language, computer features, and software systems).

An operator at this level typically guides lower level operators.

PERIPHERAL EQUIPMENT OPERATOR

(4613: Peripheral equipment operator)

Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card read/punches, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

The following duties characterize the work of a peripheral equipment operator:

a. Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
b. Labeling tape reels, disks, or card decks;
c. Checking labels and mounting and dismounting designated tape reels or disks on specified units or drives;
d. Setting controls which regulate operation of the equipment;
e. Observing panel lights for warnings and error indications and taking appropriate action;
f. Examining tapes, cards, or other material for creases, tears, or other defects which could cause processing problems.

This classification excludes workers (1) who monitor and operate a control console (see Computer operator) or a remote terminal, or (2) whose duties are limited to operating decollaters, bursters, separators, or similar equipment.

COMPUTER DATA LIBRARIAN

(4696: File clerk)
(4754: Stock and inventory clerk)

Maintains library of media (tapes, disks, cards, cassettes) used for automatic data processing applications. The following or similar duties characterize the work of a computer data librarian: Classifying, cataloging, and storing media in accordance with a standardized system; upon proper requests, releasing media for processing; maintaining records of releases and returns; inspecting returned media for damage or excessive wear to determine whether or not they need replacing. May perform minor repairs to damaged tapes.

DRAFTER

(372: Drafting occupation)

Performs drafting work requiring knowledge and skill in drafting methods, procedures, and techniques. Prepares drawings of structures, mechanical and electrical equipment, piping and duct systems and other similar equipment, systems, and assemblies. Uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings. Drawings are used to communicate engineering ideas, designs, and information in support of engineering functions.

The following are excluded when they constitute the primary purpose of the job:

a. Design work requiring the technical knowledge, skill, and ability to conceive or originate designs;
b. Illustrating work requiring artistic ability;
c. Work involving the preparation of charts, diagrams, room arrangements, floor plans, etc.;
d. Cartographic work involving the preparation of maps or plats and related materials, and drawings of geological structures; and
e. Supervisory work involving the management of a drafting program or the supervision of drafters.

Positions are classified into levels on the basis of the following definitions.

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Drafter I

Working under close supervision, traces or copies finished drawings, making clearly indicated revisions. Uses appropriate templates to draw curved lines. Assignments are designed to develop increasing skill in various drafting techniques. Work is spot-checked during progress and reviewed upon completion.

NOTE: Exclude drafters performing elementary tasks while receiving training in the most basic drafting methods.

Drafter II

Prepares drawings of simple, easily visualized parts of equipment from sketches or marked-up prints. Selects appropriate templates and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

Drafter III

Prepares various drawings of parts and assemblies, including sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the industry. Familiar or recurring work is assigned in general terms; unfamiliar assignments include information on methods, procedures, sources of information, and precedents to be followed. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results; more complex revisions are produced from sketches which clearly depict the desired product.

Drafter IV

Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to compute weights, load capacities, dimensions, quantities of materials, etc. Working from sketches and verbal information supplied by an engineer or designer, determines the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or designer may suggest methods of approach or provide advice on unusually difficult problems.

NOTE: Exclude drafters performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.

Drafter V

Works closely with design originators, preparing drawings of unusual, complex or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawings produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally perform engineering design work in interpreting general designs prepared by others or in completing missing design details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

ELECTRONICS TECHNICIAN

(3711: Electrical and electronic engineering technologist and technician)
(615: Electrical and electronic equipment repairer)

Works on various types of electronic equipment and related devices by performing one or a combination of the following: Installing, maintaining, repairing, overhauling, troubleshooting, modifying, constructing, and testing. Work requires practical application of technical knowledge of electronics principles, ability to determine malfunctions, and skill to put equipment in required operating condition.

The equipment—consisting of either many different kinds of circuits or multiple repetition of the same kind of circuit—includes, but is not limited to, the following: (a) Electronic transmitting and receiving equipment (e.g., radar, radio, television, telephone, sonar, navigational aids), (b) digital and analog computers, and (c) industrial and medical measuring and controlling equipment.

This classification excludes repairers of such standard electronic equipment as common office machines and household radio and television sets; production assemblers and testers; workers whose primary duty is servicing electronic test instruments; technicians who have administrative or supervisory responsibility; and drafters, designers, and professional engineers.

Positions are classified into levels on the basis of the following definitions:

Electronics Technician I

Applies working technical knowledge to perform simple or routine tasks in working on electronic equipment, following detailed instructions which cover virtually all procedures. Work typically involves such tasks as: Assisting higher level technicians by performing such activities as replacing components, wiring circuits, and taking test readings; repairing simple electronic equipment; and using tools and common test instruments (e.g., multimeters, audio signal generators, tube testers, oscilloscopes). Is not required to be familiar with the interrelationships of circuits. This knowledge, however, may be acquired through assignments designed to increase competence (including classroom training) so that worker can advance to higher level technician.

Receives technical guidance, as required, from supervisor or higher level technician. Work is typically spot-checked, but is given detailed review when new or advanced assignments are involved.

Electronics Technician II

Applies comprehensive technical knowledge to solve complex problems (i.e., those that typically *can* be solved solely by properly interpreting manufacturers' manuals or similar documents) in working on electronic equipment. Work involves: A familiarity with the interrelationships of circuits; and judgment in determining work sequence and in selecting tools and testing instruments, usually less complex than those used by the level III technician.

Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for specific compliance with accepted practices and work assignments. May provide technical guidance to lower level technicians.

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Electronics Technician III

Applies advanced technical knowledge to solve unusually complex problems (i.e., those that typically *cannot* be solved solely by reference to manufacturers' manuals or similar documents) in working on electronic equipment. Examples of such problems include location and density of circuitry, electromagnetic radiation, isolating malfunctions, and frequent engineering changes. Work involves: A detailed understanding of the interrelationships of circuits; exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, tracing relationships in signal flow; and regularly using complex test instruments (e.g., dual trace oscilloscopes, Q-meters, deviation meters, pulse generators).

Work may be reviewed by supervisor (frequently an engineer or designer) for general compliance with accepted practices. May provide technical guidance to lower level technicians.

REGISTERED INDUSTRIAL NURSE

(29: Registered nurse)

A registered nurse gives nursing service under general medical direction to ill or injured employees or other persons who become ill or suffer an accident on the premises of a factory or other establishment. Duties involve *a combination of the following*: Giving first aid to the ill or injured; attending to subsequent dressing of employees' injuries; keeping records of patients treated; preparing accident reports for compensation or other purposes; assisting in physical examinations and health evaluations of applicants and employees; and planning and carrying out programs involving health education, accident prevention, evaluation of plant environment, or other activities affecting the health, welfare, and safety of all personnel. Nursing supervisors or head nurses in establishments employing more than one nurse are excluded.

Maintenance, Toolroom, and Powerplant

MAINTENANCE CARPENTER

(6422: Carpenter)

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves *most of the following*: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE ELECTRICIAN

(615: Electrical and electronic equipment repairer)
(6432: Electrician)

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy in an establishment. Work involves *most of the following*: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE PAINTER

(6442: Painter, construction and maintenance)

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work *involves the following*: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE MACHINIST

(613: Industrial machinery repairer)

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves *most of the following*: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE MECHANIC (MACHINERY)

(613: Industrial machinery repairer)

Repairs machinery or mechanical equipment of an establishment. Work involves *most of the following*: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines; and making all necessary adjustments for operation. In general, the work of a machinery maintenance mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose *primary duties* involve setting up or adjusting machines.

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MAINTENANCE PIPEFITTER

(645: Plumber, pipefitter, and steamfitter)

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves *most of the following*: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. *Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.*

MILLWRIGHT

(6178: Millwright)

Installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves *most of the following*: Planning and laying out work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; aligning and balancing equipment; selecting standard tools, equipment, and parts to be used; and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

MOTOR VEHICLE MECHANIC

(611: Vehicle and mobile equipment mechanic and repairer)

Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks, or tractors of an establishment. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the motor vehicle mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

This classification does not include mechanics who repair customers' vehicles or who only perform minor repair and tuneup of motor vehicles. It does, however, include fully qualified journeymen mechanics even though most of their time may be spent on minor repairs and tuneups.

GENERAL MAINTENANCE WORKER

(6179: Mechanic and repairer, not elsewhere classified)

Performs general maintenance and repair of building structures and their mechanical, electrical, or sanitary systems. May also perform general maintenance and repair of the establishment's machinery. Work requires a basic practical knowledge of several maintenance trades in order to perform most of the following: Keeping in good repair building woodwork; replacing electrical switches, fixtures, and motors; occasional painting or touching up of structure or equipment; repairing or replacing plumbing fixtures; and replacing broken window panes.

Excluded are positions requiring a formal apprenticeship or equivalent training in one or more crafts. Also excluded are workers participating in such a program.

MAINTENANCE TRADES HELPER

(863: Helper; mechanic and repairer)

(864: Helper; construction trades)

Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

MACHINE-TOOL OPERATOR (TOOLROOM)

(6813: Machinist)

(731-2: Metalworking and plasticworking machine setup operator)

Specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). *Work typically involves*: Planning and performing difficult machining operations which require complicated setups or a high degree of accuracy; setting up machine tool or tools (e.g., install cutting tools and adjust guides, stops, working tables, and other controls to handle the size of stock to be machined; determine proper feeds, speeds, tooling, and operation sequence or select those prescribed in drawings, blueprints, or layouts); using a variety of precision measuring instruments; making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. May be required to select proper coolants and cutting and lubricating oils, to recognize when tools need dressing, and to dress tools. In general, the work of a machine-tool operator (toolroom) at the skill level called for in this classification requires extensive knowledge of machine-shop and toolroom practice usually acquired through considerable on-the-job training and experience.

For cross-industry wage study purposes, this classification does *not* include machine-tool operators (toolroom) employed in tool and die jobbing shops.

TOOL AND DIE MAKER

(6811: Tool and die maker)

Constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). *Work typically involves*: Planning and laying out work according to models, blueprints, drawings, or other written or oral specifications; understanding the working properties of common metals and alloys; selecting appropriate materials, tools, and processes required to complete task; making necessary shop computations; setting up and operating various machine tools and related equipment; using various tool and die maker's handtools and precision measuring instruments; working to very close

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tolerances; heat-treating metal parts and finished tools and dies to achieve required qualities; fitting and assembling parts to prescribed tolerances and allowances. In general, the tool and die maker's work requires rounded training in machine-shop and toolroom practice usually acquired through formal apprenticeship or equivalent training and experience.

For cross-industry wage study purposes, this classification does *not* include tool and die makers who (1) are employed in tool and die jobbing shops or (2) produce forging dies (die sinkers).

STATIONARY ENGINEER

(6931: Stationary engineer)

Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water, or electricity. Duties involve: Observing and interpreting readings on gauges, meters, and charts which register various aspects of the system's operation; adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided; recording in logs various aspects of the system's operation; keeping the engines, machinery, and equipment of the system in good working order. May direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems.

The classification excludes head or chief engineers in establishments employing more than one engineer; workers required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale; and boiler tenders.

Material Movement and Custodial

TRUCKDRIVER

(821: Motor vehicle operator)

Drives a truck within a city or industrial area to transport materials, merchandise, equipment, or workers between various types of establishments such as: Manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. *Salesroute and over-the-road drivers are excluded.*

For wage study purposes, truckdrivers are classified by type and rated capacity of truck, as follows:

Truckdriver, light truck
(straight truck, under 1 1/2 tons, usually 4 wheels)
Truckdriver, medium truck
(straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels)
Truckdriver, heavy truck
(straight truck, over 4 tons, usually 10 wheels)
Truckdriver, tractor-trailer

SHIPPER AND RECEIVER

(4753: Traffic, shipping and receiving clerk)

Performs *clerical and physical* tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shippers typically are responsible for most of the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receivers typically are responsible for most of the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

For wage study purposes, workers are classified as follows:

Shipper
Receiver
Shipper and receiver

WAREHOUSEMAN

(4754: Stock and inventory clerk)

As directed, performs a *variety* of *warehousing* duties which require an *understanding of the establishment's storage plan.* Work involves *most of the following*: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

Exclude workers whose *primary* duties involve shipping and receiving work (see Shipper and receiver and Shipping packer), order filling (see Order filler), or operating power trucks (see Power-truck operator).

ORDER FILLER

(4754: Stock and inventory clerk)

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

SHIPPING PACKER

(8761: Hand packer and packager)

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and

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number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and *may involve one or more of the following*: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. *Packers who also make wooden boxes or crates are excludea.*

MATERIAL HANDLING LABORER

(8726: Freight, stock, and material mover, not elsewhere classified)

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve *one or more of the following*: Loading and unloading various materials and merchandise on or from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; and transporting materials or merchandise by handtruck, car, or wheelbarrow. *Longshore workers, who load and unload ships, are excluded.*

POWER-TRUCK OPERATOR

(8318: Industrial truck and tractor equipment operator)

Operates a manually controlled gasoline- or electric-powered truck or tractor to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

For wage study purposes, workers are classified by type of powertruck, as follows:

Forklift operator

Power-truck operator (other than forklift)

GUARD

(5144: Guard and police, except public service)

Protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. May be deputized to make arrests. May also help visitors and customers by answering questions and giving directions.

Guards employed by establishments which provide protective services on a contract basis are included in this occupation.

For wage study purposes, guards are classified as follows:

Guard I

Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training. Commonly, the guard is not required to demonstrate physical fitness. May be armed, but generally is not required to demonstrate proficiency in the use of firearms or special weapons.

Guard II

Enforces regulations designed to prevent breaches of security. Exercises judgment and uses discretion in dealing with emergencies and security violations encountered. Determines whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

JANITOR, PORTER, OR CLEANER

(5244: Janitor and cleaner)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve *a combination of the following*: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. *Workers who specialize in window washing are excluded.*

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Alpena-Standish-Tawas City, MI
Ann Arbor, MI
Asheville, NC
Atlantic City, NJ
Augusta, GA-SC
Austin, TX
Bakersfield, CA
Baton Rouge, LA
Battle Creek, MI
Beaumont-Port Arthur-Orange and Lake Charles, TX-LA
Biloxi-Gulfport and Pascagoula-Moss Point, MS
Binghamton, NY
Birmingham, AL
Bloomington-Vincennes, IN
Bremerton-Shelton, WA
Brunswick, GA
Champaign-Urbana-Rantoul, IL
Charleston-North Charleston-Walterboro, SC
Charlotte-Gastonia, NC
Cheyenne, WY
Clarksville-Hopkinsville, TN-KY
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Columbus, MS
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Des Moines, IA
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Fort Wayne, IN
Frederick-Hagerstown-Chambersburg, MD-PA
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Goldsboro, NC
Grand Island-Hastings, NE
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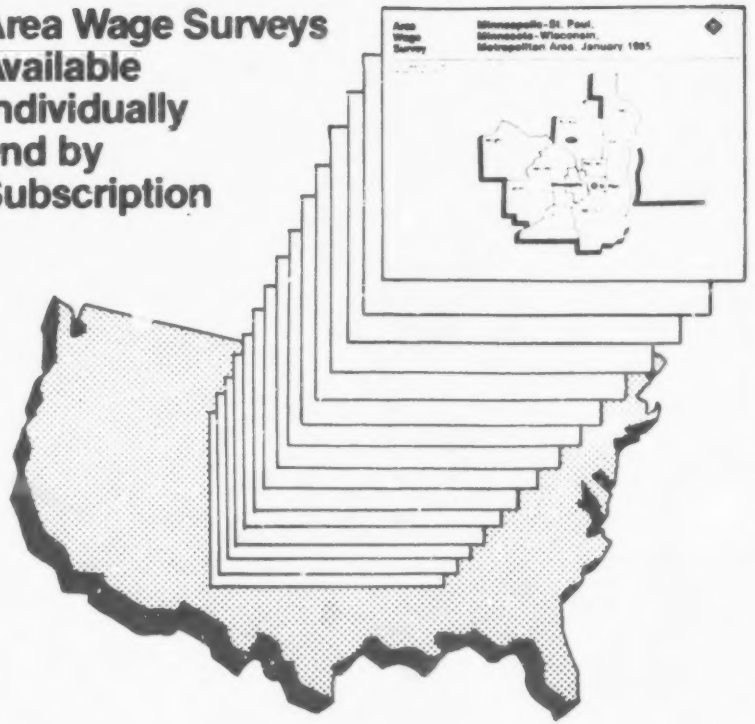

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